



Notice and Agenda
United Counties of Leeds and Grenville
Committee of the Whole

Wednesday, April 9, 2025

9:00 a.m.

Council Chambers

25 Central Avenue West, Brockville, Ontario

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12. Notices of By-law/Notices of Motion
 - 12.1 A By-law to Amend By-law 97-20 to Remove and Retire Policy A-8 Respect in the Workplace
 - 12.2 A By-law to Amend By-law 09-88 to Remove and Retire Policies A-9 Misconduct/Violence in the Workplace and A-10 Ontario Human Rights Code Violations
 - 12.3 A By-law to Adopt a Discrimination, Harassment and Violence in the Workplace Program and Policy
 - 12.4 A By-law to Approve Change Order No. 1 for Contract No. PW-2023-31 Lyn Creek Bridge Replacement Engineering Services with Ainley Graham & Associates Limited
 - 12.5 A By-law to Prescribe a Rate of Speed on County Road 16 in the Village of Merrickville
 - 12.6 A By-law to Amend Schedule "A" to By-law No. 15-50, Being a By-law to Regulate the Operation of All-Terrain, Multi-Purpose Off-Road Utility and Recreational Off-Road Vehicles Under the Jurisdiction of the UCLG
 - 12.7 A By-law to Award Contract No. PW-2025-01 to Provincial Road Markings Inc. for Line Painting and Pavement Markings
 - 12.8 A By-law to Award Contract No. PW-2025-07 to GIP Paving Inc. for County Road 22 Rehabilitation
13. Questions from the Media
14. Questions from the Public
15. Closed Meeting - Nil
16. Adjournment

**United Counties of Leeds and Grenville
Committee of the Whole
Minutes**

Wednesday, March 5, 2025

11:03 a.m.

Council Chambers

25 Central Avenue West, Brockville, Ontario

Members Present: Tory Deschamps, Chair
Corinna Smith-Gatcke, Warden, Brant Burrow,
Michael Cameron, Roger Haley, Arie Hoogenboom, Robin Jones,
Nancy Peckford, Herb Scott, Jeff Shaver

Staff Present: Alison Tutak, Interim Chief Administrative Officer
Shanna Culhane, Director of Community & Social Services
Bill Guy, Interim Director of Public Works
Pat Huffman, Treasurer
Jeff Carss, Paramedic Service Deputy Chief
Cherie Mills, Planning Services Manager
Rick Purdy, Human Resources Manager
Krystin Stitt, Project Manager Specialist
Amrit Kaur, Municipal Climate Intern
Andrea Bolton, Interim County Clerk (Recording Secretary)

Others Present: John Lawless

1. Call to Order

Recording Timestamp 00:00:01

The Chair called the meeting to order at 11:03 a.m.

2. Adoption of the Agenda

Recording Timestamp 00:00:12

**Resolution No. CW-030-2025
Moved by Roger Haley**

Seconded by Robin Jones

THAT the Agenda for the March 5, 2025 meeting of the Committee of the Whole be adopted as circulated.

CARRIED

3. Disclosure of Pecuniary Interest and General Nature Thereof – Nil

Recording Timestamp 00:00:32

4. Adoption of the Minutes of the Previous Meeting

4.1 Special Meeting Minutes Dated January 23, 2025 and Regular Meeting Minutes Dated February 5, 2025

Recording Timestamp 00:00:40

Resolution No. CW-031-2025

Moved by Brant Burrow

Seconded by Corinna Smith-Gatcke

THAT the Minutes of the Committee of the Whole Special Meeting held on January 23, 2025 and Regular Meeting held on February 5, 2025 be adopted as circulated.

CARRIED

5. Delegations/Presentations - Nil

Recording Timestamp 00:01:13

6. Staff Reports - Action Reports

6.1 Administration

6.1.1 Report No. CW-021-2025: Healthcare Resource Funding Sharing

Recording Timestamp 00:01:18

Resolution No. CW-032-2025

Moved by Jeff Shaver

Seconded by Nancy Peckford

**THAT the Committee of the Whole recommends to Counties Council that the United Counties of Leeds and Grenville enter into a Joint Party Agreement for Healthcare Recruitment with the City of Brockville, Town of Prescott and Town of Gananoque for the recruitment of healthcare professionals; and
THAT the necessary by-law be prepared.**

CARRIED

6.1.2 Report No. CW-019-2025: 2024 Statement of Remuneration and Expenses

Recording Timestamp 00:03:33

Resolution No. CW-033-2025

Moved by Arie Hoogenboom

Seconded by Herb Scott

THAT the Committee of the Whole recommends that the 2024 Statement of Remuneration and Expenses for Counties Councillors and Appointees to Local Boards as attached to Report No. CW-019-2025 be received.

CARRIED

6.2 Corporate Services

6.2.1 Report No. CW-020-2025: Discrimination, Harassment and Violence in the Workplace Policy and Program

Recording Timestamp 00:04:08

Recording Timestamp 00:09:16

Ms. Jones expressed concern regarding the removal of the option for review/appeal of the investigation process and outcome and suggested there needs to be a better solution than approaching the Manager of Human Resources or the Chief Administrative Officer. Ms. Tutak said staff can re-examine the policy, noting legal has reviewed this issue and provided feedback.

She indicated staff would revisit the advice given by legal counsel and bring the matter back following this further examination.

Recording Timestamp 00:12:06

Warden Smith-Gatcke moved that the matter be deferred pending a further update from staff regarding legal advice surrounding the changes to the policy. Ms. Jones seconded the motion and specified she would like to see further clarification on the legal advice surrounding the non-union appeal process.

Resolution No. CW-034-2025

Moved by Corinna Smith-Gatcke

Seconded by Robin Jones

THAT Report No. CW-020-2025 be deferred pending a further update from staff regarding legal advice on the changes to the policy, including advice regarding the non-union appeal process.

CARRIED

Resolution No. CW-035-2025

Moved by Michael Cameron

Seconded by Roger Haley

THAT Committee of Whole recommends the adoption of the new Discrimination Harassment and Violence in the Workplace Policy and Program; and

THAT By-law 97-20 be revised to removed and retire the policy A-8 Respect in the Workplace; and

THAT By-law 09-88 be revised to remove and retire policies A-9 Misconduct/Violence in the Workplace and A-10 Ontario Human Rights Code Violations; and

THAT the necessary by-law be prepared.

DEFERRED

6.3 Public Works – Nil

Recording Timestamp 00:13:02

7. Staff Reports - Information Reports

7.1 Report No. CW-017-2025: Employee Engagement Survey Timeline

Recording Timestamp 00:13:05

Recording Timestamp 00:13:25

In response to a question by Mr. Haley, Mr. Purdy confirmed the results would be available in May or June.

Recording Timestamp 00:14:40

Ms. Peckford stated gender is an important variable in the survey as well as anonymity and encouraged assurances to that end be provided to staff. Mr. Purdy confirmed the anonymous nature of the survey is included in the survey's opening statement and will also be included in the message he will be sending.

7.2 Report No. CW-016-2024: Summary of 2024 Planning Applications

Recording Timestamp 00:18:04

Resolution No. CW-036-2025

Moved by Corinna Smith-Gatcke

Seconded by Brant Burrow

THAT the Information Reports listed on the Committee of the Whole Agenda dated March 5, 2025 be received and filed.

CARRIED

8. Sub-Committee, Ad Hoc Committee, and Member Reports

8.1 Eastern Ontario Wardens' Caucus Update - Warden Smith-Gatcke

Recording Timestamp 00:19:19

Recording Timestamp 00:19:27

Warden Smith-Gatcke reported the Eastern Ontario Wardens' Caucus (EOWC) has been preoccupied by the economic change related to the tariffs being imposed between Canada and the United States. She said they have been actively working

and making connections with leaders in the United States, noting the uncertainty surrounding the implementation timeline has caused discomfort. She reported the EOWC will meet at the end of March in Kingston.

8.2 AMO Board Update - Robin Jones

Recording Timestamp 00:21:11

Recording Timestamp 00:21:17

Ms. Jones noted members received an update yesterday outlining some of the items the Association of Municipalities of Ontario (AMO) is working on. She noted AMO sent a letter to the Premier on behalf of Ontario's 444 municipalities highlighting municipal procurement, economic development, and infrastructure development issues as they try to position municipalities to receive stimulus funds coming from the Province. She noted she is available for questions and suggestions at any time.

8.3 South East Health Unit Update - Robin Jones

Recording Timestamp 00:22:24

Recording Timestamp 00:22:41

Ms. Jones reported the amalgamated Health Unit as approved its first budget. She noted not a lot of policies have been presented as of yet, as the new Health Unit is evolving. She said she is hoping to return to the one-page summaries of the Board of Health meetings for the benefit of the Committee. She reported a case of measles has been found in the Hastings area and urged people to be mindful. She noted the need to report to the public schools whether or not students are vaccinated.

9. Information Items

9.1 Information Items List Dated March 5, 2025

Recording Timestamp 00:24:01

This information item list was received and filed.

10. Unfinished Business

10.1 CAO's Report - Policy and Action Requests

Recording Timestamp 00:24:13

11. Announcements

Recording Timestamp 00:24:27

Recording Timestamp 00:23:34

Mr. Hoogenboom announced that March 4th a member of the Township of Rideau Lakes Council resigned, as did a member of the senior staff. He stated the Township will discuss how to fill the vacancies.

Recording Timestamp 00:25:04

Warden Smith-Gatcke noted there will be a meeting on March 18th with respect to the Regional Economic Development through Immigration (REDI) Program. She noted the employer information sessions, with one session specific to the healthcare sector, are being offered to assist employers to become part of the program. She noted elected officials are asked to pass along the information and reach out to Ann Weir, Manager of Economic Development at the Counties to secure a slot. Ms. Jones requested an invitation be circulated to the Committee with information that can be handed out to businesses. Mr. Deschamps indicated he would circulate information created by the Township of Edwardsburgh Cardinal's Economic Development Department.

Recording Timestamp 00:27:16

Mr. Haley stated the Township of Front of Yonge will host a business breakfast at the Legion on April 11, 2025, noting invitations have been sent.

12. Notices of By-law/Notices of Motion

Recording Timestamp 00:27:46

12.1 A By-law to Enter Into a Healthcare Resource Funding Sharing Agreement with the City of Brockville, Town of Prescott, and Town of Gananoque

12.2 A By-law to Adopt a Discrimination, Harassment and Violence in the Workplace Policy and Program and to Amend By-laws 97-20 and By-law 09-88

As Item 6.2.1 was deferred, Notice of By-law Item 12.2 was similarly postponed.

12.3 A By-law to Establish Terms and Conditions of Employment in the Year 2025 for County Officers and Staff Under and Subject to the Provisions of This By-law for the UCLG Excepting Those Staff in a Collective Bargaining Unit

12.4 Notice of Motion - Creation of a Corporate Services Standing Committee - R. Jones

Recording Timestamp 00:26:37

Recording Timestamp 00:30:09

Ms. Jones noted most municipalities have standing committees of this type to provide support and oversight in the achievement of Council's goals. She recommended the Committee be formed to bring about the policies and ensure the implementation of strategies Council has sought over the past number of years.

Recording Timestamp 00:31:07

Warden Smith-Gatcke noted the Counties recently formed a Finance Committee and pointed out in most instances finance falls under the oversight of a Corporate Services Committee. She moved an amendment that the Finance be added to the Corporate Services Committee in the interest of efficiency and the Finance Committee be dissolved. Mr. Hoogenboom seconded the motion.

Resolution No. CW-037-2025

Moved by Corinna Smith-Gatcke

Seconded by Arie Hoogenboom

THAT finance be included under the purview of the Corporate Services Committee; and

THAT the existing Finance Committee be dissolved.

CARRIED

Resolution No. CW-038-2025

Moved by Robin Jones

Seconded by Roger Haley

THAT the Committee of the Whole recommends the formation of a Corporate Services Standing Committee to provide oversight of Corporate Administration, Information Technology, Legal, and Human Resources; and THAT finance be included under the purview of the Corporate Services Committee; and

THAT the existing Finance Committee be dissolved; and

THAT staff be instructed to bring forward a report setting out the composition of the Corporate Services Committee and the Terms of Reference.

CARRIED

13. Questions from the Media

Recording Timestamp 00:37:01

There were no questions from the media.

14. Questions from the Public

Recording Timestamp 00:37:05

There were no questions from the public.

15. Closed Meeting

Recording Timestamp 00:37:08

Resolution No. CW-039-2025

Moved by Nancy Peckford

Seconded by Jeff Shaver

THAT the Committee of the Whole, as provided in Section 239 (2) of the Municipal Act, 2001 S.O. 2001, Chapter 25, move into a closed meeting at 11:41 a.m. to address matters pertaining to:

15.1 a proposed or pending acquisition or disposition of land by the municipality or local board; specifically Closed Report CW-022-2025 Property Acquisition of Two Parcels of Property Located on County Road 44 Near Equinelle Drive

15.2 labour relations or employee negotiations; specifically Closed Report No. CW-018-2025: 2025 Non-Union By-law

CARRIED

15.1 Closed Report No. CW-022-2025 Property Acquisition of Two Parcels of Property Located on County Road 44 Near Equinelle Drive

Ms. Culhane, Chief Carss, Ms. Mills, Ms. Stitt, and Ms. Kaur left the meeting at 11:41 a.m.

15.2 Closed Report No. CW-018-2025: 2025 Non-Union By-law

Mr. Guy left the meeting at 11:48

15.3 Adoption of Closed Meeting Minutes Dated September 4, 2024, November 6, 2024 and December 4, 2024

Resolution No. CW-040-2025

Moved by Roger Haley

Seconded by Michael Cameron

THAT the closed meeting adjourn and the open meeting of the Committee of the Whole resume at 11:50 a.m.

CARRIED

15.4 Reporting Out from Closed Meeting

Recording Timestamp 00:38:10

Mr. Deschamps reported the Committee met in closed session under 15.1 to discuss a proposed or pending acquisition or disposition of land by the municipality or local board; specifically Closed Report CW-022-2025 Property Acquisition of Two Parcels of Property Located on County Road 44 Near Equinelle Drive. The Committee will now consider a resolution in open session.

Resolution No. CW-041-2025

Moved by Robin Jones

Seconded by Brant Burrow

THAT the Committee of the Whole recommends staff be directed to purchase 448 square feet of the property identified as Part Block 9 Plan 15M4 Part 4 on 15 R-12506-Part of PIN 681151283 fronting on County Road 44 in the town of Kemptville, and

THAT the Committee of the Whole recommends staff be directed to purchase 12,000 square feet of the property identified as Part Lot 27 Con 1; Oxford Part of PIN 68115-0971 fronting on County Road 44 in the town of Kemptville; and

THAT the necessary by-laws be prepared.

CARRIED

Recording Timestamp 00:39:53

Mr. Deschamps reported the Committee met in closed session under 15.2 to discuss labour relations or employee negotiations; specifically Closed Report No. CW-018-2025: 2025 Non-Union By-law. The Committee will now consider a resolution in open session.

Resolution No. CW-042-2025

Moved by Corinna Smith-Gatcke

Seconded by Jeff Shaver

THAT the Committee of the Whole recommends that non-union wages be increased by 3.0% for 2025 effective January 1, 2025; and

THAT the eye exam benefit for fulltime non-union employees be increased to \$150 per 24 months; and

THAT the necessary by-law be prepared.

CARRIED

16. Adjournment

Recording Timestamp 00:40:42

Resolution No. CW-043-2025

Moved by Nancy Peckford

Seconded by Arie Hoogenboom

THAT the meeting of the Committee of the Whole adjourn at 11:53 a.m.

CARRIED

Chair

Andrea Bolton, County Clerk

Leeds Grenville Economic Development and Small Business Quarterly Update

Counties - Committee of the Whole

April 9, 2025

Strategic Areas of Focus | 2020 -2025



- Leadership and Capacity Building
- Investment Readiness / Investment Attraction
- Business Retention and Expansion
- Talent Attraction and Workforce Development
- Marketing and Communications
- Diversified Economy

Leadership and Capacity Building

- Economic Development Summit
 - 2024 Sold-out – 216 participants
 - Highest event evaluation to date
 - 2025 – Friday, November 21st
- Business Support Working Group
 - January 26, March 7 and March 14
 - Attendance 26 -43 participants
 - Navigating Growth Workshops | REDI
 - 2025 Business Survey
 - Regional Business Support Campaign
 - Upcoming meetings
 - June 13, October 17, December 12
- Parks Canada Rideau Canal Stakeholder Advisory Committee
 - Rideau 200



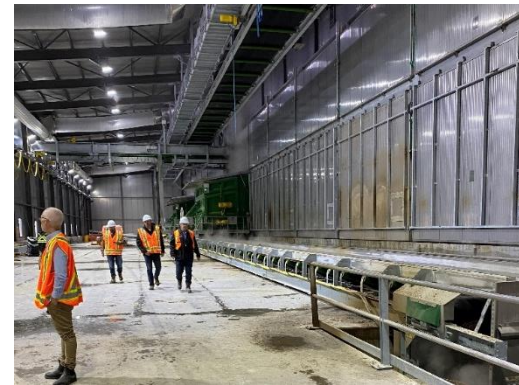
Investment Readiness / Investment Attraction – Business and Industry

- Maintain a focus on municipalities with industrial / business parks
 - Augusta Industrial Park
 - Elizabethtown-Kitley on their future business lands



Business Retention and Expansion

- Business Visitations
 - 2024 – 51 in-person / virtual business visits (plan goal is 24-36 per year)
 - 2025 – 9 in-person / virtual business visits
 - Epicut, Athens | Canadian Wollastonite Inc., LTI | Next Brick, EK | Arctic Acres, RL | Academy of Expressive Dance, NG | Turtle Hill Cottages, RL | A 1000 Ways, FofY | Flowers of the Field, Augusta | Visual Sense Illustrations, FofY



Small Business

Leeds Grenville
ST. LAWRENCE RIDEAU
IMMIGRATION PARTNERSHIP

BRIDGES to Better Business

Mini conference featuring:

LG TALKS

6 Power-Packed Talks to Amplify your Business

**Thursday, October 24
4:00-8:00pm**

MERC Hall, 120 E McLean Blvd, Maitland
Tickets: \$65 (includes dinner)
Register today!

 Theo Graham Team	 Keeley Patterson Succession	 Brett Christensen Efficiencies	 Darren Gallacher Cashflow	 Karen McDonald-Hurley Market Adaptation	 Kevin Savoy Leadership
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**STARTER
Company
PLUS**

**Graduation
10 businesses**

**March 27, 2025
Graduation
7 businesses**



**Scott Waldron
Gravitate Travel, North Grenville
Entrepreneur of the Year**



**Nicole Hudson
Katarina's Coffee Shop, Prescott
Immigrant Entrepreneur Award**

Small Business

International Women's Day 2025

Leeds Grenville 175 YEARS
Small BUSINESS ADVISORY CENTRE

MARCH 6, 4 - 8pm

Accelerate Action

Event Features:
Fireside Chat
Ask the Expert Sessions
Lifetime Achievement Award
Networking, Dinner, and Door Prizes

Location: Brockville Memorial Centre
Date: March 6, 2025
Time: 4:00 - 8:00pm
Tickets: \$99
* Cash & Debit BAR *

REGISTER on Eventbrite
Registration Deadline: Feb. 26th

Sponsored by:

CI ASSANTE WEALTH MANAGEMENT
O'FARRELL HEALTH & ESTATE PLANNING

For more details email carol.hardy@uclg.on.ca



Julie Caffin
President and CEO of
Brockville General Hospital



Janet Campbell
Founder of
Mrs. McGarrigle's Fine Food



HOLD THE DATE ★
March 5, 2026

Lynn Laming-Kerr
Kitley Grocery & Service Centre
Elizabethtown-Kitley
Lifetime Achievement Award



Small Business



The Growth Series Winter Workshops

Gain the Skills to Level Up Your Business!

Jan 8, 9am-1pm - **Resiliency and Leadership**

Jan 22, 1-5pm - **Cash Flow**

Feb 5, 9am-1pm - **Market Adaptation**

Feb 19, 9am-1pm - **Team**

Mar 5, 1-5pm - **Retention and Acquisition**

Mar 19, 1-5pm - **Operational Efficiency**

Mar 26, 9am-1pm - **Succession Planning**



Kevin Savoy



Keeley
Patterson



Darren
Gallacher



Theo Graham



Brodie Church



Mitch Beattie



NEXT

Summer Company

2025

STARTER Company PLUS

Sponsored by:



Community Futures Grenville

Empowering Entrepreneurs

Funded by:
Federal Economic Development
Agency for Southern Ontario

Financé par :
Agence fédérale de développement
économique pour le Sud de l'Ontario

Canada



www.investleedsgrenville.com

Small Business

2024

- Business Enquiries 1275 (entire region)
- Business Consults 296 (Leeds Grenville)
 - Westport – 15
 - Rideau Lakes – 24
 - Elizabethtown-Kitley - 6
 - Merrickville-Wolford – 18
- Starter Company Plus
 - 2 Westport
 - 1 Merrickville-Wolford
 - 1 Elizabethtown-Kitley
- 25 Webinars / 3 How to Start of Business

Small BUSINESS ADVISORY CENTRE
HELPING SMALL BUSINESS GROW



2025 (Jan – Mar)

- 10 Webinars
- Starter Company Plus (Jan. start) – 0
- Summer Company – 4 to fill

Talent Attraction and Workforce Development

**OTTAWA
BUSINESS
JOURNAL**

**CAREER AND
TRAINING EXPO**
Oct. 17, 2024
@ Shaw Centre



**Leeds
Grenville**
www.investleedsgrenville.com



**2025
October 7th**



Talent Attraction and Workforce Development

Regional Economic Development through Immigration pilot program (REDI)

- 92 enquiries – immigrant applicants and representatives, employers, agencies
- Employer / Immigrant Information Sessions – March 18th | 65 attendees
- Working Group
 - Counties, Employment and Settlement Agencies, Health Workforce Innovations



Rural Economic Development
through Immigration
www.investleedsgrenville.com/redi

Marketing and Communications



Katarina's Coffee Shop



Halladay Maple



The Pie Bar



Flowers+Fleece



Mallorytown Pharmacy



Catered Affairs



Panache Bakery



Wags Whiskers & Wings



Athens Physiotherapy

1000 ISLANDS RIDEAU CANAL WATERWAYS

New businesses
welcome in



Let us guide your move to a
wonderful place to work, grow
and raise a family.

*"I found this is an ideal spot and I've had very
good help from the township.
This community is very welcoming
and very positive and we're happy to be here."*

Mayur Vadher
Mallorytown Pharmacy Owner

www.investleedsgrenville.com
Call 613-342-3840
Email econdev@ucdg.on.ca



United Counties of Leeds and Grenville Economic Development



Titi Mulani and Kal Patel
Athens Physiotherapy Clinic



Mayure Vadher
Mallorytown Pharmacy



Natalie Castellas
Catered Affairs



Bo Liu and Robert McEwen
McEwen Acres Maple



Leeds Grenville invites highly skilled immigrants for
in-demand careers to be part of the Ontario Regional
Economic Development through Immigration (REDI)
pilot program. For more information see
www.investleedsgrenville.com/REDI

Leeds Grenville 175 YEARS

where lifestyle
grows good business

New businesses
welcome

Let us guide your move to a
wonderful place to work, grow
and raise a family.

*"I found this an ideal spot and I've had very
good help from the township.
This community is very welcoming
and very positive and we're happy to be here."*

Mayure Vadher
Owner, Mallorytown Pharmacy

www.investleedsgrenville.com
econdev@ucdg.on.ca
613-342-3840



United Counties of Leeds and Grenville
Economic Development and Small Business

eNewsletter - www.investleedsgrenville.com/eNews



where lifestyle grows good business

Happy New Year!



Economic Development eNews | January 7, 2025



where lifestyle grows good business



Economic Development eNews | March 18, 2025



where lifestyle grows good business



Economic Development eNews | March 4, 2025

Real Estate



[View listing details](#)



Only an hour from Ottawa, this 147-acre property features an 18-hole course, including nine holes with scenic water features. The clubhouse offers dining and event space. The owner's apartment offers comfortable living with stunning course views.

Additional amenities include a barn, covered patio, and a fleet of golf carts. Perfect for a golf course, resort, or event venue, its picturesque setting is ideal for weddings and corporate events. Combining natural beauty with business potential, this tranquil retreat offers an opportunity for leisure and growth.

[View Video and Map for 353 County Rd. 5, Athens.](#)

Biz Bytes

Fulford Academy Expands

Fulford Academy and Merrick Preparatory School have officially merged under the name - Fulford Academy. As of January 29, 2025, all students, staff, and combined Admissions team have moved to the Merrickville campus. According to the official announcement, bringing together the best of both institutions in one dynamic learning environment strengthens their community and enhances the educational experience.



Future Events

Augusta Mayor's Breakfast	March 28	Maitland Education & Recreation Centre, Maitland
National Tourism Week	April 7-11	
Front of Yonge Business Awards	April 11	Mallorytown Legion
Rideau Lakes Business Awards	April 16	Elgin Lions Community Hall
Elizabethtown-Kitley Mayor's Breakfast	April 23	Brockville Country Club
Economic Development Week	May 6-10	
Leeds Grenville Economic Development Summit	November 21	North Grenville Municipal Centre, Kemptville

4,096 Subscribers
47% Open Rate

Business Profile

The Corner of Wholesome and Beautiful



WESTPORT - Lake + Main Skin Health is a retail shopping destination for the senses. Beginning as an online shop, co-owner Alyson Charetta admits the business was outgrowing the workspace provided by partner Lisa Taylor's kitchen. "Finding a suitable and dedicated retail shop with space for manufacturing and growth potential was the next logical step, scary but logical."

Officially opened last year, the stunning historic stone house now serves as home to this burgeoning skin health brand. Step into the shop and immerse yourself in modern and relaxed surroundings. The subtle fragrances are welcoming, and the clean, earth-tone organic décor warms the soul, exuding a minimalist spa vibe.

Lake + Main products are handmade, natural, clean, and toxin-free. Small batches are carefully crafted onsite and offered at competitive prices. Co-owner Alyson credits their right-hand person, Taken, for being instrumental in the business's growth. "She assists with many aspects of the business and has been integral to its success. She's an absolute gift to us," Alyson said.

Long-time friends Alyson and Lisa grew up in Kingston and now live a short drive from Westport. Lisa's background lies in teaching English, chemistry, and biology. She's also a real estate agent with strengths in communication, design, and technology. Alyson brings extensive experience in food service, event planning, and retail, as well as a passion

Business Profile

Sticking to What Works and Tastes Best

LEEDS AND THE THOUSAND ISLANDS - What sets Green Lake Maple Syrup apart? Producer Andreas Baumann swears the secret's in the land. "Our trees grow on rocky terrain; our season starts and ends later due to the colder ground," he says.

Andreas and Lesley Baumann of Green Lake Maple use a natural wood-burning heat source for a slow, steady cook. A reverse osmosis system has reduced wood consumption by two-thirds. "The flavour of each type of maple syrup comes from caramelization during heating," Andreas explains. He uses deeper pans to slow the process and achieve the ideal 40-to-1 sap to syrup ratio.

Last year's season was short and fast, resulting in a darker yield early on. As a member of the Ontario Maple Syrup Producers Association (OMSPA), Andreas can wholesale surplus syrup, though most of his yield sells out.

Born to parents who immigrated to Canada in the early 1980s, Andreas developed a mindful respect for farming and the environment. The family settled on Black Church Road, building what is now a thriving dairy farm with 50 head of cattle. His hands-on experience, combined with a formal education in agricultural mechanics, has driven innovations that improve efficiency.

As a young boy visiting a sugar camp during March break, Andreas fell in love with the idea of making maple syrup. In 2011, he bought a property with an abandoned sugar shack and rekindled his passion



Business Profile

What to Know About Care & Co.



ELIZABETHTOWN-KITLEY - At Care & Co., all ages are welcome. "with patients ranging from newborns to 103," says co-founder Elisabeth Meyer. Located just north of Brockville, the clinic has become a trusted healthcare provider, attracting patients from Eastern Ontario and beyond.

Operating as a preventative care clinic, Care & Co. offers services ranging from urgent care to comprehensive health assessments and screenings. Specific offerings include lifestyle management, cardiovascular and respiratory diagnostics, perimenopause care, mental health support, and more.

"We are seeing increasing collaboration with the healthcare community. There are many ways we can work together to enhance regional healthcare and ensure the community is well cared for," says co-founder RN Hannah McCuen. Care is tailored to clients' needs. Pediatric care includes checkups, immunizations, and sports assessments, while urgent care provides fast and effective solutions for non-life-threatening conditions, offering an alternative to emergency room visits.

The development of the business was initiated by sisters Hannah McCuen and Elisabeth Meyer. Care & Co. is built on a legacy of entrepreneurship passed down through generations of family-run businesses in Leeds Grenville. "What makes this business strong is that we each bring different skills and perspectives," says Elisabeth. Hannah brings extensive experience in nursing, healthcare management, and mental health, while Elisabeth specializes in business development, project management, and social services. Vital in the business development and its execution is partner,

Business Directory

directory.leedsgrenville.com

TOTAL – 4553 (+ 18)

Athens – 105

Augusta – 183

Brockville – 1153

Edwardsburgh Cardinal – 196

Elizabethtown-Kitley - 295

Front of Yonge – 96

Gananoque – 317

Leeds and the Thousand Islands – 368

Merrickville-Wolford – 232

North Grenville – 724

Prescott – 256

Rideau Lakes – 514

Westport – 114

(as of March 26, 2025)

Business Directory

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Business Name:

Keyword(s):

Communities:

- | | |
|--|---|
| <input type="checkbox"/> Athens | <input type="checkbox"/> Leeds and the Thousand Islands |
| <input type="checkbox"/> Augusta | <input type="checkbox"/> Merrickville-Wolford |
| <input type="checkbox"/> Brockville | <input type="checkbox"/> North Grenville |
| <input type="checkbox"/> Edwardsburgh Cardinal | <input type="checkbox"/> Prescott |
| <input type="checkbox"/> Elizabethtown-Kitley | <input type="checkbox"/> Rideau Lakes |
| <input type="checkbox"/> Front of Yonge | <input type="checkbox"/> Westport |
| <input type="checkbox"/> Gananoque | |

Address:

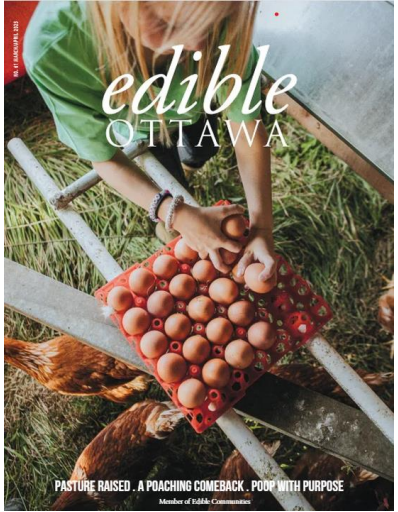
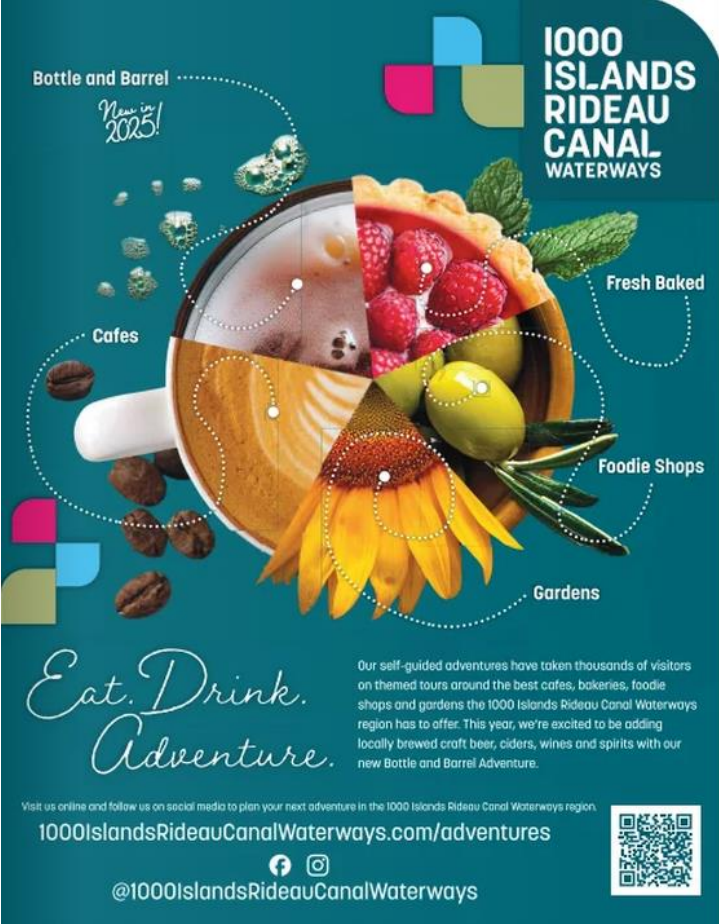
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Clear

Search

Diversified Economy - Tourism Destination Implementation



Tourism Destination Implementation

Eat, Drink, Adventure.

Throughout the 1000 Islands Rideau Canal Waterways region is a food lover's paradise with local produce and award-winning shops and markets filled with local products, and artisanal wines, beer and spirits producers, no matter where you take in, there's a place for you.

Cultivate a love of nature amidst the natural beauty of the over 1,000 islands, countless lakes and rivers, and the 200 kilometers and 47 locks of the Rideau Canal—Ontario's only UNESCO World Heritage Site—you'll find several unique spots that complement the landscape and offer visitors a chance to stop and smell the flowers.

Whether by water or land, the 1000 Islands Rideau Canal Waterways region promises something exciting around every turn. Plan your next adventure today!

1000 ISLANDS RIDEAU CANAL WATERWAYS

Self-Guided Driving ADVENTURES 2025

1000islandsincanoe.com

1000 ISLANDS RIDEAU CANAL WATERWAYS

Self-Guided Driving ADVENTURES

gardens • Fresh Baked • Bottle & Barrel • Foodie Shops • Cakes • Coffee • Fresh Baked • Bottle & Barrel

More to see. More to do.

There's so much to do in the 1000 Islands Rideau Canal Waterways region—from country fairs and music festivals, to cruises and historic sites—we can't fit it all in one brochure.

Stay up-to-date!

Follow us on Facebook and Instagram for the latest news about upcoming events, festivals and performances.

#1000islandsincanoe.com

Visit our website for the best places to stay and dine.

1000islandsincanoe.com

Leeds Grenville Ontario

The project is funded in part by the Ontario Government through the Rural Economic Development Program.

Legend:

- Gardens
- Bottle & Barrel
- Foodie Shops
- Fresh Baked
- Coffee

1000 Islands Rideau Canal Waterways:

- Rideau Canal Lock Station
- Public Canals
- Parks of the St. Lawrence
- Ontario Parks

PRINTED BY:

MERRICKVILLE

1000 Islands Rideau Canal Waterways is a proud member of the Ontario Travel Industry Association (OTIA). We are committed to providing you with the best possible travel experience. For more information, please visit our website at 1000islandsincanoe.com.

1000 Islands Rideau Canal Waterways:

- 1000 Islands Brewing Co. 10 King Street West, Westport, ON N6A 1A1
- Richard Coffee House 11 King Street West, Westport, ON N6A 1A1
- Foodie Shops 1000 Islands Brewing Co. 10 King Street West, Westport, ON N6A 1A1
- Fresh Baked 1000 Islands Brewing Co. 10 King Street West, Westport, ON N6A 1A1
- Coffee 1000 Islands Brewing Co. 10 King Street West, Westport, ON N6A 1A1

Tourism Destination Implementation

1000 Islands Rideau Canal Waterways
Published by Andrew Stacey
March 7 at 6:00 PM

With so much talk about buying Canadian, what could be more Canadian than maple syrup? Celebrate everything sweet about spring in Canada at the Delta Maple Syrup Festival... See more



1000 ISLANDS RIDEAU CANAL WATERWAYS

Delta Maple Syrup Festival
Delta Fairgrounds • Delta • April 19-20, 2025


1000 Islands Rideau Canal Waterways
Send message

See insights and ads **Boost again**

Happy Little Farmstead and 2K others
18 comments 161 shares

1000 Islands Rideau Canal Waterways
Published by Andrew Stacey
January 15

It might be cold now, but it's never too early to start thinking about warm summer days and all the fantastic country fairs that we have coming up in the #1000IslandsRi... See more



1000 ISLANDS RIDEAU CANAL WATERWAYS

2025 Delta Maple Syrup Festival
Delta Fairgrounds • Delta • April 19-20, 2025

2025 Lansdowne Fair
Lansdowne Fairgrounds • Lansdowne • July 17-20, 2025

2025 Delta Fair
Delta Fairgrounds • Delta • July 24-27, 2025

2025 Lombardy Fair
Lombardy Agricultural Society • Lombardy • Aug 1-3, 2025

2025 Merrickville Fair
Merrickville Farmers' Market • Merrickville • August 8-10, 2025


See insights and ads **Boost again**

Lansdowne Fair and 539 others
5 comments 108 shares

Like Comment Share

1000 Islands Rideau Canal Waterways
Published by Andrew Stacey
December 30, 2024

Looking to lace up your skates and take to the ice? Many of the rinks and arenas of the #1000IslandsRideauCanalWaterways region offer public skating throughout the week... See more



1000 ISLANDS RIDEAU CANAL WATERWAYS

Ice Skating

See insights and ads **Boost again**

South Eastern Ontario, Explore North Grenville and 2.8K others
33 comments 95 shares

Tourism Destination Strategy – Social Media

	Facebook					Instagram				
	2024				2025	2024				2025
	Q1	Q2	Q3	Q4	Q1-TD	Q1	Q2	Q3	Q4	Q1-TD
Followers	507	1,475	1,534	2,136	2,393	61	885	877	1,275	1,256
Number of posts	101	136	183	115	94	20	13	22	44	51
Reach	41,987	49,463	61,974	341,598	157,513	197	498	651	66,429	8,279
Organic	41,987	49,463	46,846	98,386	46,808	197	498	481	2,691	1,818
Paid			17,018	265,938	127,025			173	65,225	6,683
Views	--	--	42,625	1,175,286	446,365	--	--	2,051	148,793	23,808
Organic			47%	23%	24%			89%	9%	32%
Paid			53%	77%	76%			11%	91%	68%
Content interactions	1,656	1,732	2,155	11,429	7,801	0	0	56	4,851	2,196
Engagement rate	3.9%	3.5%	3.4%	3.3%	4.9%	0%	0%	8.6%	7.3%	26.5%



Items Ahead

2nd Quarter

- 2025 Business Survey
- 1000 Islands Rideau Canal Waterways 2025 Adventures Brochure Launch – April / May
- Starter Company Plus / Summer Company
- Leeds Grenville Food Wholesale tradeshow – Thursday, May 1st (RED funding)
- Strategic Areas of Focus Planning – geographic / sector – May / June
 - Collaboration with 1000 Islands CDC and Community Futures Grenville
- REDI virtual workshop / promotions / working group
- Digital – CRM / Invest & Discover Websites / Zoom Prospector / Invest ON
- BSWG – Business Services Regional Promotional Campaign

Leeds Grenville Economic Development and Small Business

Thank you

where **lifestyle**
grows good **business**

APRIL 9, 2025

COMMITTEE OF THE WHOLE REPORT

REPORT NO. CW-024-2025

**CORPORATE SERVICES AND FINANCE COMMITTEE
TERMS OF REFERENCE AND MEMBERSHIP**

**ANDREA BOLTON
INTERIM COUNTY CLERK**

RECOMMENDATIONS

THAT the Committee of the Whole recommends the approval of the Terms of Reference for the Corporate Services and Finance Committee as attached to Report No. CW-024-2025; and

THAT the Committee of the Whole recommends four members of Council and the Warden be appointed to the Committee for the years 2025 and 2026; and

THAT the Committee of the Whole recommends By-law 24-91, Being a By-law to Appoint Members to Various Boards and Committees for the Years 2025-2026 and to Adopt Terms of Reference, be amended.

FINANCIAL IMPLICATIONS

Council remuneration includes the three core meetings per month, the Joint Services Committee, the Committee of the Whole and Council. In addition, the remuneration covers up to two additional meetings held in the month. The Corporate Services and Finance Committee will impact remuneration for Councillors involved in more than these five meetings, at which point Councillors are paid a per diem for each meeting attended.

CLIMATE CHANGE IMPLICATIONS

Where possible reports are provided in a digital format to reduce the Counties carbon footprint.

ACCESSIBILITY CONSIDERATIONS

This report and the associated policy can be made available in alternate accessible formats on request. Meetings of the Corporate Services and Finance Committee will be livestreamed on the Counties' website with closed captioning.

COMMUNICATIONS CONSIDERATIONS

Agendas and minutes of the Corporate Services and Finance Committee will be posted on the Counties' website in accordance with the notice requirements set out in the Procedure By-law, and meetings will be livestreamed on the Counties' website.

BACKGROUND

At the end of 2024 Council established, adopted Terms of Reference, and appointed members to a Finance Committee. At the March 5, 2025 meeting of the Committee of the Whole, the Committee directed that the Finance Committee be dissolved and a Corporate Services and Finance Committee be created in its place. Staff were instructed to draft Terms of Reference for the new Committee, which was to have oversight of issues concerning Corporate Administration, Information Technology, Legal and Human Resources.

DISCUSSION/ALTERNATIVES

Staff met with the Warden in March to discuss and draft the attached Terms of Reference for the Corporate Services and Finance Committee. It is proposed the Committee, comprised of four members of Council and the Warden, meet monthly on the Wednesday of the third full week of the month, the day before Counties Council.

ATTACHMENTS

Draft Corporate Services and Finance Committee Terms of Reference

The report set out above has been reviewed and the information verified by the individuals listed below.

**ANDREA BOLTON
INTERIM COUNTY CLERK**

**APRIL 2, 2025
DATE**

**ALISON TUTAK
INTERIM CHIEF ADMINISTRATIVE OFFICER**

**APRIL 2, 2025
DATE**

Corporate Services and Finance Committee

Terms of Reference

April 2025

1.0 Purpose of the Committee:

The purpose of the Corporate Services and Finance Committee is to make recommendations to the Committee of the Whole in relation to Corporate Administration, Information Technology, Human Resources, and Finance.

2.0 Membership

2.1 Length of Term

The term of the Committee is two years, with new members appointed by January in year one of the term of Counties Council and by January in year three of the term of Counties Council.

2.2 Members

The membership of the Committee will consist of five members of Counties Council, being the current Warden and four (4) other members of Counties Council.

3.0 Meetings

3.1 Appointing Chair and Vice Chair

The Committee will appoint a Chair and Vice-Chair at the first meeting of the Committee's term.

3.2 Meeting Schedule

The Committee will meet monthly on the Wednesday of the third full week of the month.

3.3 Notice of Meetings

Notice of Meetings will be given by posting the agenda on the Counties' website four calendar days prior to the meeting date.

3.4 Procedure By-law Applies

The Committee will follow accepted practices for municipal meetings as outlined in the Counties Procedure By-law.

4.0 Duties of the Committee

The Committee will make recommendations to the Committee of the Whole on the following on the following matters:

4.1 Corporate Administration

The Committee will make recommendations pertaining to Corporate Administration, including facilities, space needs, Corporate insurance, Counties-owned properties, leases, and review grant funding opportunities.

4.2 Information Technology

The Committee will make recommendations on issues relating to information technology including large scale investments, stakeholder consultation, policies and projects.

4.2.1 Large Scale Investments

The Committee will make recommendations on large-scale investments in information technology for use within the Corporation.

4.2.2 Policies and Projects

The Committee will make recommendations regarding policies and projects directly related to information technology.

4.3 Human Resources

With respect to Human Resources, the Committee will make recommendations regarding Human Resources plans and policies.

4.3.1 Human Resources Plans and Policies

The Committee will review and make recommendations on matters relates to corporate human resources plans and policies, including compensation, performance management, training and development, recruitment, retirement, employment equity and diversity initiatives, wellness, health and safety, and ongoing investigations and related legal costs.

4.4 Finance

With respect to Finance the Committee will make recommendations on the fulfillment of Council's oversight responsibilities relative to budgets, external audit requirements, asset management, internal controls, and compliance with financial regulations and policies.

4.4.1 Budget

The Committee will determine the annual schedule for the Capital and Operating Budget preparation and presentation and forward the recommendation to Council for approval. The Committee will also review draft operating and capital budgets before they are released to the Committee of the Whole or Council.

4.4.2 External Audit

Review the proposed terms of engagement, audit scope, and approach. Review the results of the audit including the Management Letter with the external auditors and management.

4.4.3 Asset Management

Review the Asset Management Plan and make recommendations to Committee of the Whole for stakeholder engagement strategies and work with staff to coordinate the update of the Asset Management Plan.

4.4.4 Internal Controls & Compliance

Review financial and fiscal policies, practices and procedures, and make recommendations to Committee of the Whole.

4.5 Other

The Committee will address any other matter as directed by Council or the Committee of the Whole.

5.0 Resources

The Clerk or Deputy Clerk will be responsible for support services including preparation of agendas, minutes and correspondence.

6.0 Remuneration

Remuneration for members of the Committee, is in accordance with the Council Remuneration By-law.

APRIL 9, 2025

COMMITTEE OF THE WHOLE REPORT

REPORT NO. CW-035-2025

**DISCRIMINATION, HARASSMENT AND VIOLENCE
IN THE WORKPLACE POLICY AND PROGRAM**

**RICK PURDY
MANAGER, HUMAN RESOURCES**

**KIMBERLY LITTLE
DIRECTOR, CORPORATE SERVICES**

RECOMMENDATIONS

THAT Committee of the Whole recommends the adoption of the new Discrimination, Harassment and Violence in the Workplace Policy and Program; and

THAT By-law 97-20 be revised to remove and retire the policy A-8 Respect in the Workplace; and

THAT By-law 09-88 be revised to remove and retire policies A-9 Misconduct/Violence in the Workplace and A-10 Ontario Human Rights Code Violations; and

THAT the necessary by-law be prepared.

FINANCIAL IMPLICATIONS

There are no financial implications related to the consolidation and updating of this legislatively required policy. In the event an external third-party investigator is engaged, the associated cost is attributed to the operating budget of the respective Division.

CLIMATE CHANGE IMPLICATIONS

Where possible reports are provided in a digital format to reduce the Counties carbon footprint. Likewise, policies are made available to staff in digital format through posting on the intranet.

ACCESSIBILITY CONSIDERATIONS

This report and the associated policy can be made available in alternate accessible formats on request.

COMMUNICATIONS CONSIDERATIONS

Based on the direction provided, this matter requires regular communication protocols to be completed including release of the policy electronically, and posting of the policy on the intranet and all workplace health and safety boards.

BACKGROUND

The Respect in the Workplace Policy was approved by Council in August 1997. The Ontario Human Rights Code Violation Policy and the Misconduct/Violence in the Workplace policies were approved by Council in November 2009.

This new policy consolidates and replaces existing policies A-8 Respect in the Workplace, A-9 Misconduct/Violence in the Workplace, and A-10 Ontario Human Rights Code Violation. The consolidation of these policies was recommended by both legal and external workplace investigators experienced in the use and application of these policies.

The *Ontario Health and Safety Act* (OHSA) requires that every employer in Ontario prepare and review, at least annually, a policy on workplace violence. For an employer the size of the Counties, this policy must be written and posted in a conspicuous place in the workplace.

DISCUSSION/ALTERNATIVES

Key changes and features of the new consolidated Discrimination, Harassment and Violence in the Workplace Policy and Program include:

- Modernized and simplified
- Added language about,
 - all employees and the union(s) being partners in helping to ensure a safe and harassment-free workplace
 - no recording of meetings; and
 - the proper role of a support person.
- Incorporation of the requirements of the Code of Practice approved by the Minister of Labour under Part III.I of the OHSA.

The policy also removes the option for review/appeal of the investigation process and its findings to avoid duplication and overlap of processes. Investigations are conducted by an independent party, whether it be internal or external to ensure an unbiased process and objective findings. For this reason, any Reviewer would be challenged to arrive at a different conclusion without repeating the full investigation. It is the responsibility of HR staff to ensure investigations are unbiased and sufficiently thorough. Further, legal counsel could not identify other instances of policies having this feature, for the reasons as above.

The policy has been revised from the earlier version, to afford non-union employees who are respondents who received discipline as a result of the findings of an investigation, the opportunity to appeal the discipline received. This ensures all employees have a mechanism to have such discipline reviewed.

Legal has also recommended that Policy A-8 Respect in the Workplace be retired and considered as replaced by the Discrimination, Harassment and Violence in the Workplace Policy and Program. Respect in the workplace essentially means to not engage in harassment/discrimination which is well covered by this new policy. Likewise, the investigation process outlined in the existing Policy A-8 Respect in the Workplace is now included in the amalgamated policy.

This policy is applicable to all Counties employees, volunteers, students, and interns. It also applies to instances of discrimination, harassment and/or violence in the workplace against workers by non-worker third-parties, including contractors, guests, visitors, and Members of Council. The policy was drafted by legal counsel, and has had review by the

Interim Chief Administrative Officer, Director Corporate Services, the Manager of Human Resources and representatives from the Ministry of Labour.

Communication of policy changes will ensure it is well understood by employees and supervisors/managers alike. The Policy will be reviewed at least annually and posted on all Counties Health and Safety Boards and the internal Intranet as required.

ATTACHMENTS

Discrimination, Harassment and Violence in the Workplace Policy and Program

The report set out above has been reviewed and the information verified by the individuals below.

RICK PURDY
MANAGER OF HUMAN RESOURCES

MARCH 28, 2025
DATE

KIMBERLY LITTLE
DIRECTOR OF CORPORATE SERVICES

MARCH 28, 2025
DATE

ALISON TUTAK
INTERIM CHIEF ADMINISTRATIVE OFFICER

APRIL 1, 2025
DATE

Discrimination, Harassment and Violence in the Workplace Policy & Program

Department:	Human Resources	Bylaw #:	
Effective Date:		Version:	March 28, 2025
Approved by:	Counties Council	Approval Date:	
Legislative Authorities:	<i>Human Rights Code, R.S.O. 1990 (Ontario), Occupational Health and Safety Act, R.S.O. 1990 and any other applicable legislation and internal Counties policies.</i>		

Policy Statement

The United Counties of Leeds & Grenville (the “Counties”) is committed to providing a workplace in which all workers are treated with respect and dignity. Discrimination, harassment and/or violence will not be tolerated from any person in the workplace.

Purpose

This Policy and Program applies to all workers including all employees (full-time, part-time, temporary, casual and on fixed-term contracts), volunteers, co-op students, interns and apprentices. It also addresses instances of discrimination, harassment and/or violence in the workplace perpetrated against workers by non-worker third parties, including contractors, guests, visitors and Members of Council.

Definitions

Complainant: a worker who has brought forward or filed a complaint under this Policy and Program.

Discrimination: any form of unequal treatment based on a protected ground. The unequal treatment can be direct or indirect, intentional or unintentional, but in all cases has the effect of disadvantaging an individual or group.

Protected ground: a certain personal characteristic identified in the *Human Rights Code* (“Code”). These are: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status and disability, and include the perception of any of these personal characteristics.

Reporting Discrimination, Harassment and Violence in the Workplace Policy & Program



Definitions (continued)

Respondent: a worker against whom allegations under this Policy and Program are made.

Worker: all employees (full-time, part-time, temporary, casual and on fixed-term contracts), volunteers, co-op students, interns and apprentices.

Workplace: any place at which work is performed for, or on behalf of, the Counties. This includes the physical workspaces of the Counties, virtual workspaces, and locations being used by the Counties or its employees for work-related purposes (conferences, work parties, etc.), as well as electronic/social media platforms. A workplace may exist both during and outside of regular work times.

Workplace harassment: (a) engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome; or (b) workplace sexual harassment. Reasonable action taken by the Counties/management relating to the management and direction of workers or the workplace is not workplace harassment.

Workplace sexual harassment: (a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; and/or; (b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Workplace Violence: (a) the exercise of physical force by a person against a worker in a workplace that could cause physical injury to the worker; (b) an attempt to exercise physical force against a worker in a workplace that could cause physical injury to the worker; and/or (c) a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

For the purpose of this Policy and Program, discrimination, workplace harassment, workplace sexual harassment, and workplace violence shall be referred to collectively as "discrimination, harassment and/or violence".

Scope

This policy applies to all employees of the United Counties of Leeds and Grenville.

1. Reporting Discrimination, Harassment and/or Violence

Ideally, a worker who feels that they have been subject to discrimination, harassment and/or violence should make their concern known to the person responsible for the alleged behaviour. The worker should inform the person that their behaviour is unwelcome or offensive and must stop.

The Counties encourages its workers to be active allies if they observe a colleague being subjected to discrimination, harassment and/or violence. Bystander intervention may involve stepping in to diffuse harassment or inappropriate behavior, speaking out against more subtle behaviors like implicit bias, or offering support. Any steps taken must always maintain physical safety as a priority.

A worker may also wish to seek support and assistance from the Joint Health & Safety Committee, the Counties' employee assistance program, and the Union (if applicable).

A worker will not be penalized for reporting an incident or participating in a workplace harassment investigation.

2. Content of Report

Workers, whether the subject of the behaviour or a bystander who witnessed it, can report incidents or complaints of discrimination, harassment and/or violence verbally or in writing. The report of the incident should include the following information:

- i. Name(s) of the worker who has allegedly experienced the discrimination, harassment and/or violence, and contact information
- ii. Name of the alleged respondent(s), position and contact information (if known)
- iii. Names of the witness(es) (if any) or other person(s) with relevant information to provide about the incident (if any) and contact information (if known)
- iv. Details of what happened including date(s), frequency and location(s) of the alleged incident(s)
 - a. Any supporting documents the complainant may have in their possession that are relevant to the complaint.
 - b. List any documents a witness, another person or the alleged respondent may have in their possession that are relevant to the complaint.

An incident or a complaint of discrimination, harassment and/or violence in the workplace should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated in a timely manner.

3. To Whom to Report

A worker should report an incident or complaint of discrimination, harassment and/or violence in the workplace to the first level of management that is not the person engaging in the discrimination, harassment and/or violence in the workplace.

More specifically, a worker should report an incident or complaint of discrimination, harassment and/or violence in the workplace to their direct Supervisor. If the Supervisor is the person engaging in the discrimination, harassment and/or violence in the workplace, then the report should be made to the Manager/Department Head. If the Manager/Department Head is the person engaging in the discrimination, harassment and/or violence in the workplace, then the report should be made to the Director/Division Head. If the Director/Division Head is the person engaging in the discrimination, harassment and/or violence in the workplace, then the report should be made to the Chief Administrative Officer ("CAO"). If the CAO is the person engaging in the discrimination, harassment and/or violence in the workplace, then the report should be made to the Warden.

The person receiving the report is required to notify Human Resources.

All incidents or complaints of discrimination, harassment and/or violence in the workplace will be kept confidential except to the extent necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise may be required by law.

4. Mediation

The complainant and respondent may be offered the option of mediation, at any time and if the Counties deems it appropriate.

Both parties must agree to mediation. The mediation may be conducted by someone internal to the Counties or the Counties may retain an external mediator/investigator.

A successful mediation constitutes an investigation appropriate in the circumstances in accordance with provision 32.0.7(1)(a) of the *OHSA*.

5. Investigation

Commitment to Investigate. The Counties will ensure that an investigation appropriate in the circumstances is conducted when the Counties becomes aware of, or receives a complaint of, discrimination, harassment and/or violence in the workplace.

This commitment to investigate pertains even to situations in which the complainant withdraws the complaint, or the complainant and/or respondent are no longer workers of the Counties, depending on the evidence that has emerged and the severity of the incident or complaint.

Who will investigate. The Human Resources Manager, or their designate, in coordination with the Director of Corporate Services and/or the CAO where applicable will determine who will conduct the investigation into the incident or complaint of discrimination, harassment and/or violence in the workplace. The Human Resources Manager may determine to engage an external third party to complete the investigation.

6. Interim Measures

The Counties may implement interim measures to separate parties in the workplace pending the results of the investigation. Such interim measures could include altered work locations, modified hours of work, a requirement work from home, changes to reporting structures or communication channels, or placing an individual on a non-punitive paid leave of absence.

7. Investigation Process

The person conducting the investigation, whether internal or external, will, at minimum, ensure the following:

- i. The investigator must ensure the investigation is kept confidential and identifying information is not disclosed unless necessary to conduct the investigation. The investigator should remind the parties of this confidentiality obligation at the beginning of the investigation.
- ii. The investigator must interview the worker who allegedly experienced the discrimination, harassment and/or violence and the respondent if the alleged respondent is a worker of the Counties. If the respondent is not a worker, the investigator should make reasonable efforts to interview the respondent.
- iii. The respondent must be given the opportunity to respond to the specific allegations raised by the worker. In some circumstances, the worker who allegedly experienced the discrimination, harassment and/or violence in the workplace should be given a reasonable opportunity to reply.
- iv. The investigator must interview any relevant witnesses employed by the Counties who may be identified by either the worker who allegedly experienced the discrimination, harassment and/or violence in the workplace, the respondent(s) or as necessary to conduct a thorough investigation. The investigator must make reasonable efforts to interview any relevant witnesses who are not employed by the Counties if there are any identified.

Investigation Process (continued)

- v. Workers participating in an investigation under this Policy and Program are entitled to be accompanied at any interviews by a support person or a union representative, if applicable. Neither the support person nor the union representative can be a complainant, respondent or witness themselves. The role of the support person or union representative is to support the worker. They are not to answer questions for the worker or interfere with the investigation in any way. The investigator reserves the right to exclude a particular support person or particular union representative in the event of inappropriate behaviour, and ask that the worker invite another individual to take their place.
- vi. The investigator must collect and review any relevant documents.
- vii. The investigator must take appropriate notes and statements during interviews with the worker who allegedly experienced discrimination, harassment and/or violence, the respondent and any witnesses.
- viii. The investigator must prepare a written report summarizing the steps taken during the investigation, the complaint, the allegations of the worker who allegedly experienced the discrimination, harassment and/or violence, the response from the respondent, the evidence of any witnesses, and the evidence gathered. The report must set out findings of fact and come to a conclusion about whether discrimination, harassment and/or violence was found or not.

8. Results of the Investigation

The worker who allegedly experienced the discrimination, harassment and/or violence and the respondent, and the respondent if they are a worker of the Counties, will be informed in writing of the results of the investigation and any corrective action taken or that will be taken by the Counties to address the discrimination, harassment and/or violence.

If found to have engaged in discrimination, harassment and/or violence, the respondent may be subject to discipline, up to and including termination of employment for cause.

Any worker found to have made a complaint in bad faith, with malicious intent, or in abuse of this Policy and Program, may be subject to discipline, up to and including dismissal from employment for cause. Unfounded allegations made in good faith will not be subject to discipline.

Should the decision be made to issue a worker a warning, a suspension, or a dismissal, the Department Head must discuss with the Divisional Director the content of the letter informing the worker of the corrective action. In the case of dismissal, the Director will discuss with the CAO. The content of the letter shall align with the requirements in the Counties' H-2: Discipline and Dismissal Policy.

Reporting Discrimination, Harassment and Violence in the Workplace Policy & Program



Results of the Investigation (continued)

The process for deciding and implementing the type of discipline shall be conducted in accordance with the Counties' H-2: Discipline and Dismissal Policy. Timelines within the Discipline and Dismissal Policy may necessarily be extended to accommodate the investigation process.

The investigation is conducted by an independent party, whether internal or external, to ensure an unbiased process and objective findings. For this reason, neither the process nor the findings are subject to appeal.

- i. Unionized employees who were respondents and who received discipline as a result of the findings of an investigation may appeal the discipline received through the relevant and established grievance mechanism.
- ii. Non-unionized employees who were respondents and who received discipline as a result of the findings of an investigation may similarly appeal the discipline received, to the Divisional Director or, in the case of termination of employment, to the CAO. Any such appeal must be in writing, must outline the reasons why the employee believes that the discipline received was inappropriate, and must be received by the Divisional Director or the CAO within ten working days of the employee being advised of the findings of the investigation and resulting discipline.

The Divisional Director or the CAO will review the employee's appeal and endeavor to issue a decision within a further ten working days. The Divisional Director or the CAO may require additional information from the employee and/or others, which may necessitate additional time in which to complete their review; the employee will be kept apprised where an extension of timelines is required. The Divisional Director or the CAO will issue a written decision, with reasons, that either dismisses the appeal and confirms the discipline or allows the appeal and modifies or rescinds the discipline. The decision of the Divisional Director or the CAO is final. The discipline will proceed to take effect while any appeal is underway, and if rescinded/modified, reparations will be made as applicable.

9. Confidentiality

Information about complaints and incidents shall be kept confidential by the Counties to the extent possible. Information obtained about an incident or complaint of discrimination, harassment and/or violence, including identifying information about any individuals involved, will not be disclosed unless disclosure is necessary to protect workers, to investigate the complaint or incident, to take corrective action or otherwise as required by law.

Confidentiality (continued)

While the investigation is ongoing, the worker who has allegedly experienced discrimination, harassment and/or violence, the respondent(s) and any witnesses should not discuss the incident or complaint or the investigation with each other or other workers or witnesses. The only exception to this is where disclosure is necessary for the purpose of receiving personal health care or legal advice, or as may be required by law. Any worker who does not maintain the confidentiality of the investigation may be subject to discipline, up to and including termination of employment for cause.

For these same reasons, the worker who has allegedly experienced discrimination, harassment and/or violence, the respondent(s) and any witnesses should not record (by cellphone or any electronic device) any meetings with the Counties about the incident(s) or any interviews with the investigator. Any worker who records any such meeting and/or interview may be subject to discipline, up to and including termination of employment for cause.

10. No Retaliation/Reprisal

Neither the Counties nor any of its workers will (a) terminate or threaten to terminate the employment of a worker; (b) discipline or threaten to discipline a worker; (c) impose any penalty upon a worker; or (d) intimidate or coerce a worker, because the worker has raised concerns about or filed a report alleging discrimination, harassment and/or violence in the workplace or participated in an investigation regarding discrimination, harassment and/or violence in the workplace. Disciplinary action up to and including dismissal may be imposed against a worker found to have engaged in retaliation/reprisal.

11. Recordkeeping

Human Resources will maintain records of the investigation including:

- i. a copy of the complaint or details about the incident;
- ii. a record of the investigation including notes;
- iii. a copy of the investigation report (if any);
- iv. a summary of the results of the investigation that was provided to the worker who allegedly experienced the discrimination, harassment and/or violence and the respondent, if a worker of the Counties;
- v. a copy of any corrective action taken to address the complaint or incident of discrimination, harassment and/or violence.

All records of the investigation will be kept confidential. The investigation documents, including this report should not be disclosed unless necessary to investigate an incident or complaint of discrimination, harassment and/or violence, take corrective action or otherwise as required by law.

Records will be maintained for a minimum of seven years.

12. Roles and Responsibilities.

The Counties and its workers have a shared obligation to ensure a workplace that is free from discrimination, harassment and/or violence.

The role of the Counties is to:

- Prepare and maintain a written Policy and Program with respect to discrimination, harassment and violence and review the Policy and Program as often as is necessary, but at least annually.
- Post a copy of the Policy and Program at a conspicuous location in the workplace.
- Assess the risks of workplace violence that may arise in the workplace and reassess as often as is necessary to ensure that this Policy and Program continues to protect workers from workplace violence. The assessment will take into account circumstances that would be common to similar workplaces, circumstances specific to the workplace, and possible mitigation of risk that the Counties can provide.
- If notified of risks of workplace violence, take all reasonable precautions in the circumstances to control the risks that are likely to expose a worker to physical injury. This could include but is not limited to: separating workers; removing an individual from the workplace; creating a safety plan and contacting the police; establishing enhanced security measures; screening calls and blocking certain email addresses; and/or setting up priority parking.
- Provide information, including personal information, related to a risk of workplace violence from a person with a history of violent behaviour if the worker can be expected to encounter that person in the course of their work and the risk of workplace violence is likely to expose the worker to physical injury. The Counties will not disclose more personal information than is reasonably necessary in the circumstances to protect a worker from physical injury.
- Ensure an investigation is conducted into incidents and complaints of discrimination, harassment and/or violence that is appropriate in the circumstances.

The role of Management (i.e. Supervisors/Managers/Department Heads/Division Heads/CAO) is to:

- Take all reasonable measures to prevent discrimination, harassment and violence and provide a workplace that is free from discrimination, harassment and violence.
- Ensure that all workers are aware of the contents of this Policy and Program;

Reporting Discrimination, Harassment and Violence in the Workplace Policy & Program



Roles and Responsibilities (continued)

The role of Management (i.e. Supervisors/Managers/Department Heads/Division Heads/CAO) is to (continued):

- Immediately report to Human Resources any direct or implied threats of violence made to any employee or any behaviours that may have the potential to lead to workplace violence and any action taken.
- Immediately report to Human Resources any observed or reasonably suspected discrimination or harassment.

The role of workers is to:

- Refrain from engaging in discrimination, harassment and violence.
- Report any concerns about, and incidents of, discrimination, harassment and/or violence and potential breaches of this Policy and Program in a timely and effective manner, and in accordance with this Policy.
- Fully cooperate in any investigations under this Policy and Program.
- Any worker who witnesses or experiences workplace violence, or who feels in imminent danger, shall:
 - ensure they are in a safe location which may include leaving the workplace;
 - if, in their opinion, the situation warrants, contact the police by dialing 911; and
 - follow the reporting procedures herein.

The role of the Union (if applicable) is to:

- Provide support to its members; and
- Share joint responsibility with the United Counties to ensure that the workplace is free from discrimination, harassment and/or violence.

Inquires

Questions, concerns or suggestions may be directed to Human Resources, the Departmental Manager or Supervisor.

Review and Approval

This policy is approved by Council, and to be reviewed by the Directors and CAO annually or as required. Legislation requires annual review and sign off by the highest level of management in the workplace; the CAO will ensure the annual review requirement is fulfilled.

Annual Review Date

Chief Administrative Officer

APRIL 9, 2025

COMMITTEE OF THE WHOLE

REPORT NO. CW-023-2025

LYN CREEK BRIDGE REPLACEMENT - ENGINEERING SERVICES CONTRACT CHANGE ORDER

**ADEM ADEBAYO, MANAGER
ENGINEERING AND OPERATIONS
PUBLIC WORKS**

RECOMMENDATIONS

THAT the Committee of the Whole recommends that Council approve Change Order No. 1 for Contract No. PW-2023-31 – Lyn Creek Bridge Replacement Engineering Services to Ainley Graham & Associates Limited in the amount of \$87,635.63 (excluding taxes); and

THAT the necessary by-law be prepared.

FINANCIAL IMPLICATIONS

The original contract value for the Lyn Creek Bridge Replacement Engineering Services was \$125,885.00, excluding taxes. The additional work identified in Change Order No. 1 will increase the contract value by \$87,635.63, which includes a 5% disbursement but excludes HST. Funding for the change order will be sourced from the approved 2025 capital budget for the Lyn Creek Bridge Replacement project, which has a total allocation of \$350,000. This budget includes provisions for additional engineering work and utility relocation.

CLIMATE CHANGE IMPLICATIONS

The additional design efforts will enhance the project's resilience to climate change by addressing flood risks and ensuring the long-term stability of the bridge and surrounding infrastructure. Hydraulic modeling and shoreline protection measures will mitigate the impact of increased water levels and severe weather events.

ACCESSIBILITY CONSIDERATIONS

The project includes enhancements to pedestrian pathways and modern safety features like steel beam guide rails to improve accessibility. The expanded scope, including retaining wall replacement and shoreline protection, is essential to ensuring these accessibility features are integrated effectively and remain structurally sound.

COMMUNICATIONS CONSIDERATIONS

The Counties will continue to engage with the public and stakeholders through the Municipal Class Environmental Assessment process. A public consultation meeting is tentatively scheduled for May to gather feedback from the community.

BACKGROUND

The Lyn Creek Bridge, situated on County Road 27, approximately 0.1 km west of Perth Street in Lyn, Elizabethtown-Kitley, was constructed in 1920 and requires replacement due to significant structural deficiencies identified in the 2017 Detailed Bridge Deck Condition Survey and subsequent inspections.

Contract No. PW-2023-31 for engineering services was awarded to Ainley Graham & Associates Limited in January 2024 following a competitive RFP process in the amount of \$125,885.00, excluding taxes.

During the early design stage, the consultant identified additional areas requiring engineering studies and design to accommodate their replacement/rehabilitation into the overall contract package. These areas include:

- Replacement of the deteriorated masonry wall running west-east and tying into the northwest corner of the existing bridge.
- Replacement of the deteriorated concrete weir tying into the southwest corner of the existing bridge.
- Significant relocation of utilities in the vicinity of the bridge replacement.

Counties' staff have reviewed the consultant's request and determined that the additional work is necessary for the successful completion of the project.

DISCUSSION/ALTERNATIVES

The proposed change order is essential to incorporate the additional engineering services required for the Lyn Creek Bridge Replacement project. Approving the change order will ensure that the project proceeds with a comprehensive design that accounts for all structural interdependencies and site conditions.

Failure to address these issues properly could result in:

- Structural instability of adjacent buildings.
- Damage to the retaining wall and weir, which could result in erosion and further destabilization.
- Increased risk of flooding and environmental damage due to inadequate shoreline protection.
- Unforeseen utility disruptions and increased project costs during construction.

The alternative to approving the change order would be to proceed with the project without addressing the additional work. This option is not recommended, as it carries significant risks, including compromised project success, increased long-term costs, and potential safety hazards.

ATTACHMENTS

- Attachment No. 1: Change Order Request No. 1 – Lyn Creek Bridge Replacement (Ainley Graham & Associates Limited)
- Attachment No. 2: Photographs of the Lyn Creek Bridge and surrounding structures.

The report set out above has been reviewed and the information verified by the individuals listed below.

ADEM ADEBAYO
MANAGER, ENGINEERING AND OPERATIONS

MARCH 20, 2025
DATE

BILL GUY
INTERIM DIRECTOR, PUBLIC WORKS

MARCH 20, 2025
DATE

PAT HUFFMAN
TREASURER

MARCH 28, 2025
DATE

ALISON TUTAK
INTERIM CHIEF ADMINISTRATIVE OFFICER

APRIL 1, 2025
DATE

VIA EMAIL: ADEM.ADEBAYO@UCLG.ON.CA

March 4, 2025

File No. 23676-2

United Counties of Leeds and Grenville
25 Central Ave W.
Brockville, ON
K6V 4N6

Attn: Adem Isaac Adebayo, M.Eng., Manager of Engineering and Operations

Re: Lyn Creek Bridge Replacement, Change Order Request #1

Dear Adem:

The purpose of this change order request is to address the additional areas that will be affected by the bridge replacement and will therefore also require engineering studies and design to accommodate their replacement/rehabilitation into the overall contract package for subject area.



Figure 1: Project Location

AREAS OF CONCERN

As identified in the Preliminary Design Report (PDR) submitted to the Counties in December 2024 and our follow up site meeting and discussions the following areas require additional engineering review and design:

- The replacement of the deteriorated masonry wall which runs in a west – east direction and ties into the NW corner of the existing bridge.
- The replacement of the deteriorated concrete weir which ties into the limestone masonry wall.
- The design of shoreline protection both upstream and downstream of the bridge replacement.
- The design of shoreline protection/retaining structure at the NE corner of the proposed bridge replacement due to the skew of the structure.
- Significant relocation of utilities in the vicinity of the bridge replacement.

ADDITIONAL STUDIES & DESIGN EFFORTS

The following additional efforts are required to incorporate the above areas of concern into the overall design package for the bridge replacement.

- Topographic Surveying – increased creek cross-sections for the creek upstream and downstream, retaining wall, weir and detailed measurements along the adjacent house using total station; \$5,305.00.
- Hydraulics – additional modeling and meetings for upstream, weir and along the adjacent house and retaining wall; \$8,495.00.
- Fisheries – Our original scope of work included existing conditions reviews and preparation of DFO request for review forms; however, with the modified alignment and removal / reinstatement of the existing parallel retaining wall, and an enhanced level of fisheries review will be required for creek reinstatement and habitat design. Works will be coordinated with the drainage team to coincide design elements in an effort to satisfy hydraulic and fisheries requirements; \$3,125.00.
- Archaeology – Our original proposal included a Stage 1 arch assessment for the structure only. The study will need to be expanded to include the wall area and upstream / downstream portion of the creek; \$1,500.00

*Note it is interpreted that a Stage 2 study will be required, and a follow up cost estimate will be provided for those works at the completion of the Stage 1 study.

- Cultural Heritage – Our original proposal included a CHER, but the study limits and components included the existing bridge structure only. To appropriately address the entire study area, the report would benefit from additional information

pertaining to the significance of the wall. Cultural heritage design / sympathetic design principles for incorporation into the design of the replacement wall have also been included; \$1,875.00.

Note: Specific or specialty designs of the replacement wall from a heritage perspective have not been included. It is assumed that the Counties will provide input on the direction of the wall design in this regard, and if additional support from heritage / restoration specialists is warranted.

- Municipal Class EA Process – With the inclusion of the retaining wall, additional materials / options will require presentation to the public at a forthcoming PIC, and documentation within the Project File Report. Details to be included include creek bed restoration details and heritage considerations. It is anticipated that details will be provided by the structural and drainage design teams to support this task. We have also allowed for two (2) stakeholder meetings (virtual) as it is anticipated that project specific details regarding the creek realignment / existing weir will require discussion with the Conservation Authority; \$3,125.00
- Excess Soils – Preliminary reviews suggest that the replacement of the retaining wall may generate upwards of 1,000 m³ of excess material. It is interpreted that any works associated with the excess soils component will be managed under a similar circumstance to the approach as presented in Addendum 3 to the original RFP, in which an allowance for \$20,000 has been set aside for the excess soils component of the work. It is assumed that this work will be completed concurrently with the geotechnical investigation.
- Geotechnical – Two boreholes along the retaining wall to 6.0 m or refusal with 2 3.0 m rock core from each should refusal be encountered less than 6.0 m below grade and 4 samples for material testing; \$10,500.00.
- Structural – Incorporation of retaining wall, weir and surrounding area into preliminary and detail design, PIC documentation, reporting, tendering and specifications; \$18,750.00.
- Utility Relocation Coordination and Incorporation of Design (from individual utility groups) into the design packages; \$3,200.00
- Project Management – \$7,587.50
- Disbursements – 5%

Total: \$83,462.50 (includes a \$20k allowance for excess soils) plus disbursements

Therefore, regardless of the chosen option for bridge replacement, the removals as noted above are necessary. However, we understand, that the specific process and extent of this removal will depend on further historical, hydrological, and environmental investigations.

If you have any questions or require any further information in this regard, please do not hesitate to contact the undersigned.

Regards,

AINLEY GRAHAM AND ASSOCIATES LIMITED

Prepared by:



Lois-Ann Hayes, P.Eng.
Vice President and Branch Manager







APRIL 9, 2025

COMMITTEE OF THE WHOLE

REPORT NO. CW-025-2025

COUNTY ROAD 16 SPEED REDUCTION IN THE VILLAGE OF MERRICKVILLE

**BILL GUY,
INTERIM DIRECTOR, PUBLIC WORKS**

RECOMMENDATIONS

THAT Committee of the Whole recommends reducing the speed limit from the posted 80 kilometers per hour on County Road 16 to 60 kilometers per hour, approximately 100 meters west of Read Street in the Village of Merrickville; and

THAT the necessary by-law be prepared.

FINANCIAL IMPLICATIONS

The installation of new signage and posts as well as the ongoing inspection and maintenance of the same will be the Counties' responsibility. The cost will be charged to the 2025 operational budget.

CLIMATE CHANGE IMPLICATIONS

A reduction in speed will result in slightly lower vehicle emissions, contributing to a slight reduction in the overall carbon footprint.

ACCESSIBILITY CONSIDERATIONS

A speed reduction on County Road 16 will promote safer conditions for pedestrians. Lower speeds will allow drivers to be more aware of pedestrian activity and improve overall road safety through the community.

COMMUNICATIONS CONSIDERATIONS

The speed reduction will be communicated to the public through road signage updates along County Road 16. Communication with local law enforcement agencies will also be made to ensure compliance with the new speed limit.

New regulatory speed limit signs will be installed upon Council acceptance of recommendations.

BACKGROUND

A request was received from the Village of Merrickville-Wolford requesting a reduction in the posted speed on County Road 16 from 100 meters west of Read Street, eastward through to the intersection of County Road 16 and County Road 15 (St. Lawrence Street).

The current posted speed limit on County Road 16 is 80 km/h up to the intersection of County Road 16 and County Road 15. Reducing the speed limit will help drivers navigate safely through the community and accommodate Merrickville's population growth.

Staff have determined an 80 km/hour to 60 km/hour transition is a safer traverse through the community and does not compromise the function of the collector road.

DISCUSSION/ALTERNATIVES

Counties staff have reviewed the proposed request and believe that reducing the posted 80 km/hour speed limit through this segment of County Road 16 will help address road safety concerns.

ATTACHMENTS

1. Village of Merrickville-Wolford Resolution for County Road 16 Speed Reduction
2. Proposed Speed Limits Layout

The report set out above has been reviewed and the information verified by the individuals listed below.

BILL GUY
INTERIM DIRECTOR, PUBLIC WORKS

MARCH 20, 2025
DATE

ALISON TUTAK
INTERIM CHIEF ADMINISTRATIVE OFFICER

APRIL 1, 2025
DATE



Village of Merrickville Wolford

317 Brock Street W PO Box 340
Merrickville, ON K0G 1N0
T: 613-269-4791
W: Merrickville-wolford.ca

December 10, 2024

Re: Speed Limit Change Request Letter

Please be advised that the Council of the Corporation of the Village of Merrickville-Wolford, at its regular meeting on December 9, 2024, passed the following motion pertaining to the speed limit change request letter:

Resolution #: R-26-09-12-24

Moved by: Councillor Ireland

Seconded by: Councillor Maitland

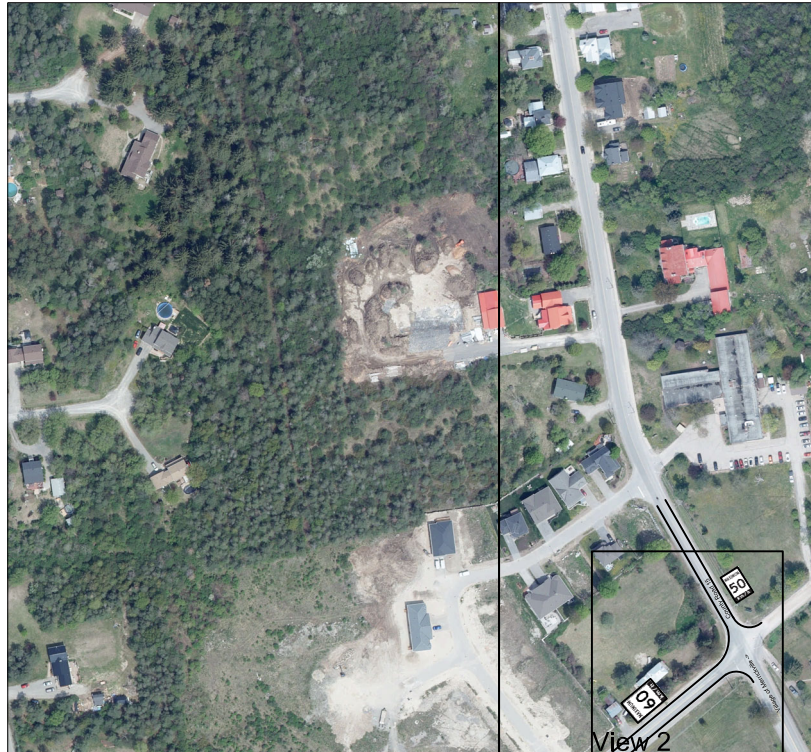
THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the correspondence from Tom Hilliard regarding a request to change the speed limit from 80 km/hour to 50 km/hour from a point approximately 100m west of Read Street & County Road 16 intersection, eastward through to the intersection of County Road 16 with St. Lawrence Street/County Road 15;

AND FURTHER THAT Council does hereby endorse and support the proposed speed limit change request and directs staff to provide a resolution of support to the United Counties of Leeds and Grenville for final consideration and approval.
Carried.

If you have any questions regarding the above resolution, please do not hesitate to contact me by email at clerk@merrickville-wolford.ca.

Thank you.

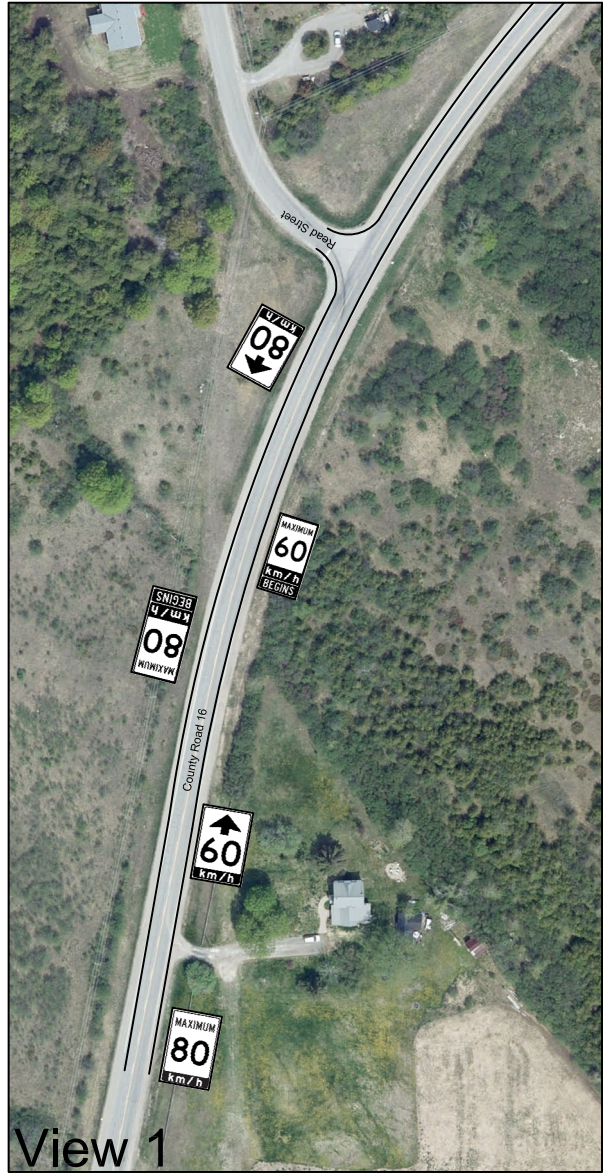
Julia McCaugherty-Jansman
Clerk



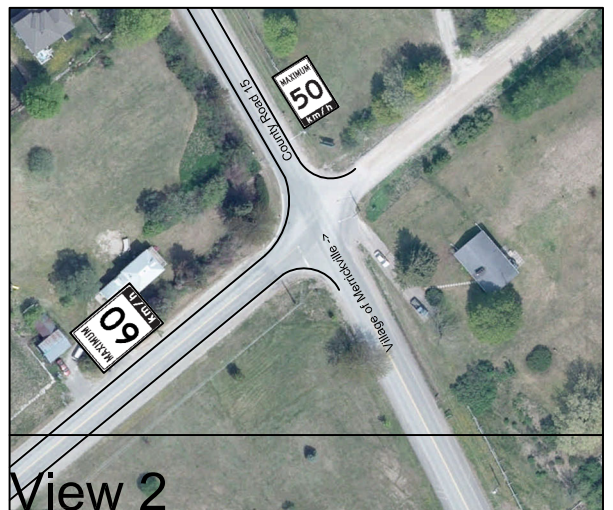
View 2



View 1



View 1



View 2



County Road 16 Speed Reduction in the Village of Merrickville

Date April 9, 2025

Scale N.T.S.₆₈

APRIL 09, 2025

COMMITTEE OF THE WHOLE

REPORT NO. CW-026-2025

APPROVAL OF ATV USE ON DESIGNATED COUNTY ROADS: NATION VALLEY ATV CLUB REQUEST

**ADEM ADEBAYO, MANAGER
ENGINEERING AND OPERATIONS
PUBLIC WORKS**

RECOMMENDATIONS

THAT the Committee of the Whole recommends Council grant the Nation Valley ATV Club's request to permit All-Terrain Vehicles (ATVs) on the following County Road segments:

- County Road 20 from Rock Road to Connell Dr., approximately 250m; and,
- County Road 20 (Townline Road) Between Slater Road and 3085 County Road 20, approximately 450m;

THAT the Committee of the Whole recommends that Schedule 'A' of By-Law No. 15-50 be amended to include the designated County Roads' sections for ATV use.

FINANCIAL IMPLICATIONS

Minor costs will be associated with signage for the designated ATV routes on Counties' Roads. These costs will be covered within the existing Operating Budget.

CLIMATE CHANGE IMPLICATIONS

No significant climate change implications are anticipated from permitting ATV use on the designated roads.

ACCESSIBILITY CONSIDERATIONS

The ATV routes will enhance recreational access without compromising accessibility for

other road users. Clear signage will ensure that all users are informed of shared road use.

COMMUNICATIONS CONSIDERATIONS

Clear signage will be installed along the designated ATV routes on County Roads 20. Updates to maps will be made to reflect the approved ATV routes. Notices will also be shared through the Counties' website, social media channels, and local media.

BACKGROUND

On August 14, 2024, the Counties received a request from the Nation Valley ATV Club seeking approval for ATV use on County Road 20 in two (2) different locations. On February 26, 2025, the Municipality of North Grenville passed a motion endorsing the request.

DISCUSSION/ALTERNATIVES

The Highway Traffic Act allows ATVs on roadways if a by-law is passed by the road authority. Counties By-Law No. 15-50 provides operational guidelines for ATVs on County Roads.

Staff have reviewed two road sections in the RLATVC's request, considering factors such as:

- Risk to ATV riders,
- Potential conflicts with other road users,
- Road design suitability,
- Noise pollution.

Following the assessments, staff recommend permitting ATV use on:

- **County Road 20** from Rock Road to Connell Drive (250m);
- **County Road 20** (Townline Road) Between Slater Road and 3085 County Road 20 (450m).

These sections provide vital connections to trails with manageable levels of assessed risk.

ATTACHMENTS

Attachment 1: Email correspondence between Nation Valley ATV Club (Gerard Savoie), the United Counties of Leeds and Grenville and the Municipality of North Grenville.

The report set out above has been reviewed and the information verified by the individuals listed below.

ADEM ADEBAYO
MANAGER, ENGINEERING AND OPERATIONS

MARCH 24, 2025
DATE

BILL GUY
INTERIM DIRECTOR, PUBLIC WORKS

MARCH 24, 2025
DATE

PAT HUFFMAN
TREASURER

APRIL 1, 2025
DATE

ALISON TUTAK
INTERIM CHIEF ADMINISTRATIVE OFFICER

APRIL 1, 2025
DATE

Helm, Melissa

From: Gerard Savoie [REDACTED]
Sent: February 26, 2025 4:51 PM
To: Adebayo, Adem <Adem.Adebayo@uclg.on.ca>; Guy, Bill <Bill.Guy@uclg.on.ca>; Bruce Enloe <benloe@northgrenville.on.ca>
Subject: Fw: Nation Valley ATV Club

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Good day Adem, Council has passed the use of the 2 proposed sections of CR-20 that we are looking to add.

Is there anything further that you need for the counties to approve the use?

Thank you

Gerard Savoie
[REDACTED]

----- Forwarded Message -----

From: Gerard Savoie [REDACTED]
To: Bruce Enloe <benloe@northgrenville.on.ca>
Sent: Wednesday, February 26, 2025 at 04:47:47 p.m. EST
Subject: Re: Nation Valley ATV Club

Thank you Bruce, I will keep you informed.

Thank you

Gerard Savoie
[REDACTED]

On Wednesday, February 26, 2025 at 04:46:37 p.m. EST, Bruce Enloe <benloe@northgrenville.on.ca> wrote:

Hey Gerard –

Just an update to let you know Council passed a 'Notice of Motion' last week endorsing your request – Counties will be informed.

Here is the link to the meeting: <https://pub-northgrenville.escribemeetings.com/Meeting.aspx?Id=4b94f452-ec23-47cf-a078-9fa49a987f13&Agenda=Agenda&lang=English>

If that doesn't work – here is the language of the NOM:

N.1

Nation Valley ATV Club Application to United Counties of Leeds and Grenville (Deliberation)

Deputy Mayor John Barclay

- **Recommendation:**

WHEREAS the Nation Valley ATV Club has requested that the United Counties of Leeds and Grenville permit ATV traffic on two specific sections of County Road 20 within North Grenville;

ND WHEREAS ATV traffic is permitted on various sections of other county roads as set out in By-Law 15-50 ,as amended, of the United Counties of Leeds and Grenville;

AND WHEREAS ATV traffic is permitted on municipal roads within North Grenville as set forth in By-Law 58-18, as amended, being a by-law to regulate the operation of off-road vehicles on municipal roads;

AND WHEREAS the Nation Valley ATV Club's request is in line with the municipal and county goals to enhance connectivity for trail users while also maintaining safety for all road users;

NOW THEREFORE be it resolved that the Municipality of North Grenville supports the Nation Valley ATV Club application to the United Counties of Leeds and Grenville to permit ATV traffic on two specific sections of County Road 20 within the Municipality of North Grenville;

AND THAT Council authorize the Mayor to sign and deliver the attached Letter of Support to the United Counties of Leeds and Grenville.

Hope this does it and sorry it took so long!

Bruce

APRIL 09, 2025

COMMITTEE OF THE WHOLE REPORT

REPORT NO. CW-027-2025

**AWARD OF CONTRACT NO. PW-2025-06
SUPPLY AND DELIVERY OF THREE (3) LIGHT WEIGHT TRUCKS**

**BILL GUY
INTERIM DIRECTOR, PUBLIC WORKS**

RECOMMENDATIONS

THAT Committee of the Whole recommends Contract No. PW-2025-06 for the Supply and Delivery of Three (3) Light Weight Trucks be awarded to Myers Automotive Group in the amount of \$189,654.00, excluding taxes.

FINANCIAL IMPLICATIONS

The financial impact of this purchase will be realized in the 2025 Capital budget.

Budget and cost breakdown is as follows:

PW-2025-06	Pre-Approved Budget	Contract Cost Excluding HST	Non-Rebateable HST	Variance
Three (3) Light Weight Trucks	\$200,000.00			
Two (2) ¾-Ton Trucks (Long Box)		\$126,618.00	\$2,228.48	
One (1) ¾-Ton Truck (Standard Box)		\$63,036.00	\$1,109.43	
Total Capital Cost	\$200,000.00	\$189,654.00	\$3,337.91	(\$7,008.09)

The total 2025 amount to purchase three (3) ¾-ton pick-up trucks is \$189,654.00 as per tender, pre-tax.

CLIMATE CHANGE IMPLICATIONS

Vehicles purchased are light weight with good mileage ratings and equipped with the latest in emission controls.

ACCESSIBILITY CONSIDERATIONS

This report can be made available in alternate accessible formats on request. The United Counties of Leeds and Grenville makes every effort to provide services in a manner that is inclusive to ensure accessibility barriers are reduced or eliminated, where possible.

COMMUNICATIONS CONSIDERATIONS

This was a publicly advertised tender open to any and all bidders interested in supplying the United Counties with light weight vehicles.

BACKGROUND

Contract No. PW-2025-06 for the supply and delivery of three (3) light weight trucks was issued on February 21, 2025 with a closing date of March 21, 2025.

There were five (5) submissions with Myers Automotive Group coming in with the lowest total bid price.

DISCUSSION/ALTERNATIVES

Contract No. PW-2025-06 was a joint tender with the Counties Housing Department which included one (1) additional ½-ton pick-up truck. One (1) ½-ton truck was tendered for Housing and four (4) vehicles were tendered for Public Works, one being a Fleet Service Mobile Repair Vehicle and the other three (3) being ¾-ton pick-up trucks as mentioned in this report. The ½-ton truck for Housing and the Fleet Service Vehicle are being awarded under separate contract to the low bid vendor. Myers Automotive did not bid on these two trucks.

The trucks tendered for the Public Works Division are part of the replacement strategy for vehicles as identified in the Counties' Asset Management Plan, and all submissions met the Counties mandatory requirements and criteria with the technical adherence to specifications and warranties.

ATTACHMENTS

Nil.

The report set out above has been reviewed and the information verified by the individuals listed below.

BILL GUY
INTERIM DIRECTOR, PUBLIC WORKS

MARCH 24, 2025
DATE

PAT HUFFMAN
TREASURER

MARCH 28, 2025
DATE

ALISON TUTAK
INTERIM CHIEF ADMINISTRATIVE OFFICER

APRIL 1, 2025
DATE

APRIL 09, 2025

COMMITTEE OF THE WHOLE REPORT

REPORT NO. CW-028-2025

**AWARD OF CONTRACT NO. PW-2025-01 -
SUPPLY AND APPLICATION OF LINE PAINT AND PAVEMENT MARKINGS**

**BILL GUY, MANAGER
INTERIM DIRECTOR, PUBLIC WORKS**

RECOMMENDATIONS

THAT Committee of the Whole approves awarding Contract No. PW-2025-01 for the Supply and Application of Line Painting and Pavement Markings to Provincial Road Markings Inc. in the total amount of \$743,511.69, excluding taxes, as follows:

- Section A, United Counties of Leeds and Grenville, in the amount of \$590,350.48, excluding taxes;
- Section B, on behalf of the Municipality of North Grenville, in the amount of \$21,582.54, excluding taxes;
- Section C, on behalf of the Township of Edwardsburgh/Cardinal, in the amount of \$23,369.64, excluding taxes;
- Section D, on behalf of the Village of Merrickville-Wolford, in the amount of \$6,972.00, excluding taxes;
- Section E, on behalf of the Township of Athens, in the amount of \$4,423.37, excluding taxes;
- Section F, on behalf of the Township of Elizabethtown-Kitley, in the amount of \$21,128.65, excluding taxes;
- Section G, on behalf of the Township of Rideau Lakes, in the amount of \$30,250.83, excluding taxes;

- Section H, on behalf of the Township of Leeds and the Thousand Islands, in the amount of \$9,501.73, excluding taxes;
- Section I, on behalf of Augusta Township, in the amount of \$31,982.35, excluding taxes;
- Section J, on behalf of the Township of Front of Yonge, in the amount of \$3,950.10, excluding taxes; and,

THAT Committee of the Whole recommends authorizing staff to exercise the option to extend Contact No. PW-2025-01 annually with Provincial Road Markings Inc. for an additional term of up to four (4) one (1) year periods, subject to budget, satisfactory vendor performance, pricing, and mutual agreement of all parties; and,

THAT the necessary by-law be prepared.

FINANCIAL IMPLICATIONS

The low tendered bid price for Contract No. PW-2025-01 meets the required specifications as set out in the respective tender document and falls within the 2025 Roads Budget for the items tendered.

The item lists and quantities were received from the partnering municipalities prior to tender and tendered costs were forwarded to each partnering municipality on March 04, 2025, after the tender closed.

CLIMATE CHANGE IMPLICATIONS

Water based paint is now used exclusively as organic solvent based traffic paint is no longer accepted.

ACCESSIBILITY CONSIDERATIONS

This report can be made available in alternate accessible formats on request. The United Counties of Leeds and Grenville makes every effort to provide services in a manner that is inclusive to ensure accessibility barriers are reduced or eliminated, where possible.

COMMUNICATIONS CONSIDERATIONS

Any disruptions in traffic or any other inconvenience created by the work will be communicated through traditional and social media platforms.

BACKGROUND

Contract No. PW-2025-01 for the Supply and Application of Line Painting and Pavement Markings is a joint contract with the United Counties of Leeds and Grenville and all of the Municipalities, with the exception of the Village of Westport.

Contract No. PW-2025-01 was issued on February 04, 2025, with a closing date of March 03, 2025.

There were five (5) bids received with Provincial Road Markings Inc. being the lowest at the total amount of \$743,511.69. The highest of the five (5) bids was \$3,298,657.00.

DISCUSSION/ALTERNATIVES

The Counties does not "up-front" the partnering municipalities costs to the Contractor. Each Township/Village/Municipality will be responsible for their portion of the work including, but not limited to, planning, execution, correspondence and direction given to the Contractor (maps, lists, meetings, etc.), inspection, and acceptance of the work. As done in the past, the Contractor is to deal with each Township/Municipality/Village separately, which includes work arrangements and invoicing.

Each Municipality was set up separately in the electronic bidding system allowing each to benefit from the lowest tendered price for their particular municipality.

ATTACHMENTS

Nil.

The report set out above has been reviewed and the information verified by the individuals listed below.

BILL GUY
INTERIM DIRECTOR, PUBLIC WORKS

MARCH 24, 2025
DATE

PAT HUFFMAN
TREASURER

APRIL 1, 2025
DATE

ALISON TUTAK
INTERIM CHIEF ADMINISTRATIVE OFFICER

APRIL 1, 2025
DATE

APRIL 9, 2025

COMMITTEE OF THE WHOLE REPORT

REPORT NO. CW-030-2025

**AWARD OF CONTRACT NO. PW-2025-07
COUNTY ROAD 22 REHABILITATION**

**BILL GUY, MANAGER
INTERIM DIRECTOR, PUBLIC WORKS**

RECOMMENDATIONS

THAT Committee of the Whole recommends awarding Contract No. PW-2025-07 for County Road 22 Rehabilitation (FDREAM) to GIP Paving Inc. at their revised compliant low tendered bid price of \$2,004,544.00 excluding taxes; and

THAT Committee recommends transferring \$354,824.00 from the amortization reserve to address the shortfall in funding required; and

THAT Committee recommends a temporary road closure to traffic for a section of County Road 22 for a period of two (2) days during construction to allow for the replacement of one (1) deep cross culvert. Construction is anticipated to commence in May 2025, weather permitting with dates of the closure to be determined after award; and

THAT the necessary by-law be prepared.

FINANCIAL IMPLICATIONS

The rehabilitation of County Road 22 was approved with the 2025 capital budget amount of \$1,700,000.00. The low tendered bid price of \$2,299,894.00 for Contract No. PW-2025-07 exceeds the approved 2025 Roads Capital Budget by \$599,824.00.

As indicated in the table below, staff feel the contract could be completed for a total cost of \$2,054,824.00 including a staffing component for contract administration and HST at 1.76%.

The summary of project costs breakdown, and funding are as follows:

PW-2025-07 County CR22 Rehabilitation	Project Budget	Revised Contract Cost	Other Costs	Total Project Cost	Variance
Construction	\$1,400,000.00	\$1,804,544.00		\$1,804,544.00	
Paved Shoulders	\$300,000.00				
Contingency (Included in Contract)			\$200,000.00	\$200,000.00	
Staffing Cost for Administration			\$15,000.00	\$15,000.00	
Non-Recoverable Net HST@ 1.76%			\$35,280.00	\$35,280.00	
Total Contract Award Cost	\$1,700,000.00	\$1,804,544.00	\$250,280.00	\$2,054,824.00	\$354,824.00

Contract PW-2025-07 was tendered with twelve (12) provisional items, a \$200,000.00 contingency, a \$200,000.00 asphalt cement price index allowance and a \$5,000.00 sign allowance. By eliminating some of the provisional items and the sign and asphalt cement price index allowance the cost of PW-2025-07 can be reduced to \$1,804,544.00 plus HST and staffing.

It is staff's contention that awarding the provisional items negates the requirement of the contingency for contract items and allows it to be used to pay for any adjustments required in the asphalt cement pricing index.

CLIMATE CHANGE IMPLICATIONS

In-place full depth reclamation with expanded asphalt mix (FDREAM) is a pavement reclaiming and recycling technique to rehabilitate the existing asphalt roadway. This recycling technology consumes less natural resources, such as aggregates and binder. This approach reduces the need to process, haul, and dispose of old pavement and is a quicker construction process leading to less environmental impacts compared to traditional methods of road rehabilitation in waste, emissions and greenhouse gases.

Heavy construction equipment is equipped with filters and exhaust systems and fluids that greatly reduce greenhouse gas emissions.

ACCESSIBILITY CONSIDERATIONS

This report can be made available in alternate accessible formats on request. The United Counties of Leeds and Grenville makes every effort to provide services in a manner that is inclusive to ensure accessibility barriers are reduced or eliminated, where possible.

All aspects of the Accessibility for Ontarians with Disabilities Act (AODA) legislation will be followed with the construction. Backup alarms and flashing beacon lights will be included on all construction equipment used to perform this work.

COMMUNICATIONS CONSIDERATIONS

This was a publicly advertised tender posted for 25 days on Bids & Tenders and the County website to any and all contractors to view, download and submit a bid.

Traffic control and warning signs will be used to inform the travelling public of the restricted traffic conditions created by this work.

Emergency services will be notified and Municipal 511 will be advised of the project start and completion date.

BACKGROUND

Contract No. PW-2025-07 for County Road 22 Rehabilitation was tendered on March 3, 2025 with a closing date of March 26, 2025.

All bids were received electronically via Bids & Tenders. The tenders were opened on March 26, 2025.

In-place full depth reclamation with expanded asphalt mix (FDREAM) is a pavement rehabilitation technique that involves processing the existing asphalt pavement and underlying granular material, incorporating additional asphalt cement, and then reapplying the mixture on-site without the need for off-site hauling and processing.

There was a total of six (6) bids received with GIP Paving Inc. being the lowest at \$2,299,894.00. The highest of the six (6) bids received was \$2,595,000.00.

DISCUSSION/ALTERNATIVES

The rehabilitation of County Road 22 from County Road 20 (Heckston) to Latimer Road (2.9 km) consists of open cut cross-culvert and entranceway culvert replacements, the installation of new guiderails, in-place full depth reclamation with expanded asphalt mix of the existing asphalt pavement, road widening and hot mix paving with 1.5m wide paved shoulders on both sides of the roadway and select ditching to improve roadside drainage. Single lane closures will be in effect during construction. These upgrades will bring the road up to County standards. The contract included several provisional items which can be completed within the project budget limits.

Staff recommend awarding Contract PW-2025-07 to enable the Public Works Department to complete the work as planned this upcoming season.

A temporary localized road closure is expected during construction for a period of two (2) days, necessary for the replacement of one (1) deep cross culvert. The contractor will require use of the road to setup equipment and materials to complete the required work. A detour route will be in place with appropriate signage to direct traffic. Dates of the closure will be determined by the contractor and staff upon award.

ATTACHMENTS

Attachment No. 1- County Road 22 Rehabilitation Location Map

The report set out above has been reviewed and the information verified by the individuals listed below.

BILL GUY
INTERIM DIRECTOR, PUBLIC WORKS

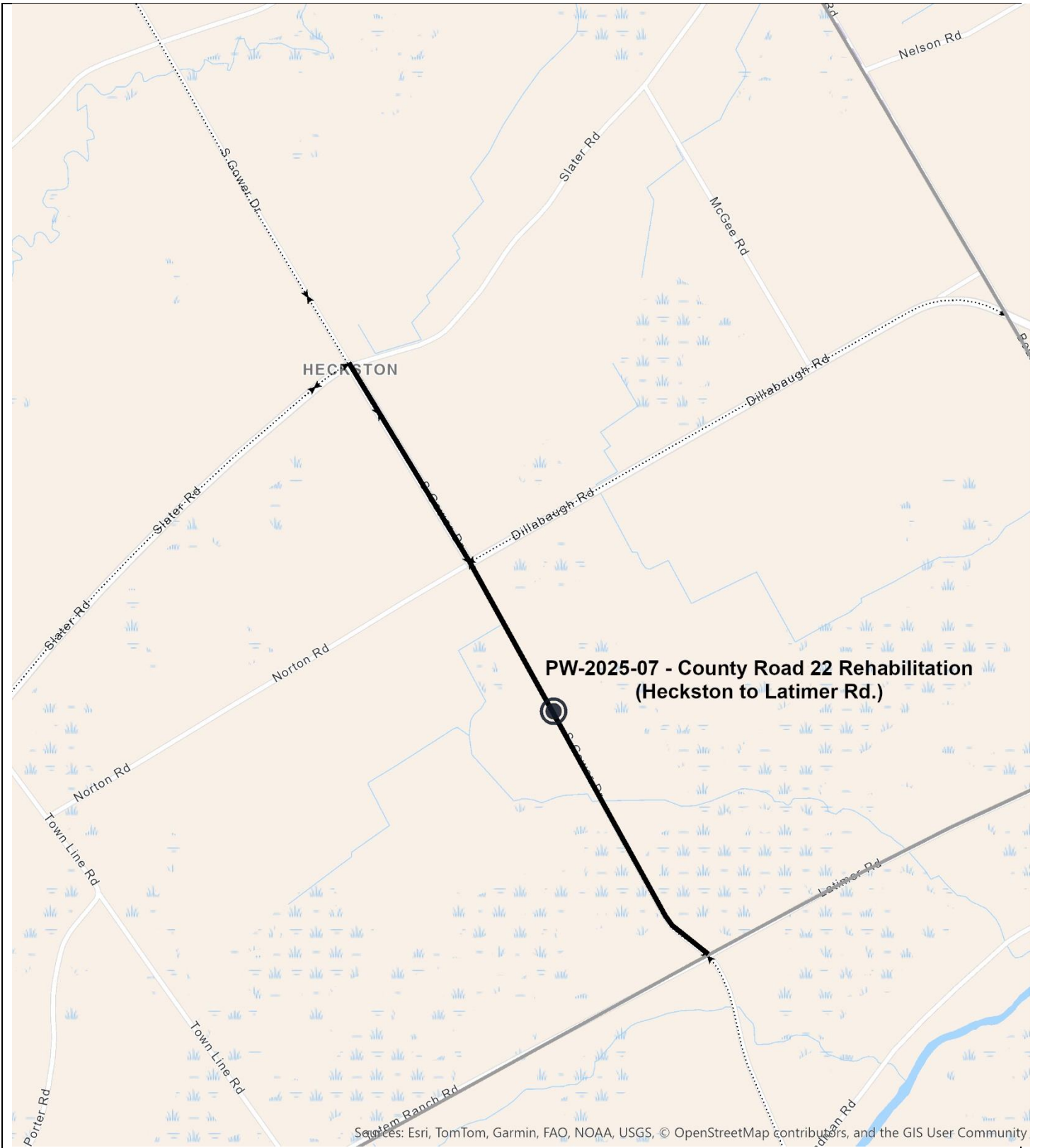
MARCH 31, 2025
DATE

PAT HUFFMAN
TREASURER

MARCH 31, 2025
DATE

ALISON TUTAK
INTERIM CHIEF ADMINISTRATIVE OFFICER

APRIL 1, 2025
DATE



THESE DOCUMENTS ARE PREPARED SOLELY AS REFERENCE. THE LOCATIONS SHOWN ARE APPROXIMATE AND ALL QUANTITIES LISTED ARE ESTIMATES ONLY. IT IS THE CONTRACTOR'S RESPONSIBILITY TO CONFIRM THE EXACT LOCATION AND QUANTITIES AT THE TIME OF CONTRACT AWARD



TITLE:
County Road 22 Rehabilitation (FDREAM)

JOB NO:
PW-2025-07

DATE:
MARCH 2025

APRIL 09, 2025

COMMITTEE OF THE WHOLE

REPORT NO. CW-031-2025

**AWARD OF CONTRACT NO. PW-2025-10 FOR THE
SUPPLY AND DELIVERY OF TWO (2) TANDEM AXLE SNOW PLOWS**

**BILL GUY
INTERIM DIRECTOR, PUBLIC WORKS**

RECOMMENDATIONS

THAT the Committee of the Whole, prior to 2026 budget approval, allow the Public Works Department to proceed with purchasing two (2) fully equipped heavy weight tandem axle snow plows complete with sander/plow units at a quoted combined cost of \$794,002.00, excluding taxes; and

THAT the Committee of the Whole recommends awarding Contract No. PW-2025-10 for the supply and delivery of two (2) heavy weight truck chassis in 2026 as part of a tandem axle snow plow to Aebi-Schmidt Canada Inc. (formerly ELP, Equipements Lourds Papineau Inc.) at the submitted bid price of \$420,000.00, excluding taxes; and

THAT the Committee of the Whole recommends awarding Contract No. PW-2025-10 for the supply and delivery of two (2) complete sander/plow units in 2026 as the second part of a fully equipped tandem axle snow plow to Aebi-Schmidt Canada Inc. at the submitted price of \$374,002.00, excluding taxes.

FINANCIAL IMPLICATIONS

The financial impact of this purchase will be realized in the 2026 Capital budget. Supply chain issues and delays are still a possibility and necessitate tendering for snow removal equipment a year in advance. Truck chassis are purchased in the United States and the estimated costs provided by the suppliers does not take into account the possibility of a tariff being imposed prior to, or during, award and/or supply.

Cost breakdown is as follows:

RFQ - PW-2025-10: Supply and Delivery of Two (2) Tandem Axle Snow Plows	RFQ Total Costs
Heavy Weight Truck Chassis (2)	\$420,000.00
Complete Sander/Plow Unit (2)	\$374,002.00
Non-Rebateable HST (1.76%)	\$13,974.44
Total Replacement Capital Cost	\$807,976.44

The total 2026 amount to purchase two (2) heavy weight trucks, complete with sander/plow units, is \$794,002.00 as per tender, pre-tax. A savings of \$55,998.00 over the estimated \$850,000.00 identified for the purchase of two (2) tandem axle snow plows in the 2026 Asset Management Plan.

CLIMATE CHANGE IMPLICATIONS

Vehicles purchased are specified with an engine horsepower rating capable of performing the required duties at an acceptable per kilometre fuel consumption ratio. Larger sized engines are discouraged unless the fuel consumption ratio can be shown to outperform the smaller engine. Trucks are equipped with the latest in emission controls.

ACCESSIBILITY CONSIDERATIONS

This report can be made available in alternate accessible formats on request. The United Counties of Leeds and Grenville makes every effort to provide services in a manner that is inclusive to ensure accessibility barriers are reduced or eliminated, where possible.

COMMUNICATIONS CONSIDERATIONS

This was a publicly advertised tender open to any and all bidders interested in supplying the Counties with the two (2) fully equipped tandem axle snow plows. The report will be available on the Counties' website for public consumption.

BACKGROUND

As identified through the Asset Management Plan, replacing two (2) of the twenty (20) in-house front-line heavy weight winter maintenance trucks will be required annually. This purchase is required to replace two (2) units identified for replacement in 2026 by the Asset Management Plan at an estimated 2026 cost of \$425,000.00, per unit.

Public Works staff has assessed the service life of a front-line snow plow at ten (10) years to minimize costly repairs and maintain a reliable winter maintenance fleet. Every truck will, however, be retained for twelve (12) years. The last two (2) years of the life cycle being in the role of a spare truck in the event a front-line truck needs to be taken out of service for any length of time during the winter maintenance season. With twenty (20) in-house front-line trucks, the Department will be required to purchase two (2) new trucks annually.

After twelve (12) years in service, the trucks will be taken out of service and sold on the Government Deals website once their replacements arrive.

DISCUSSION/ALTERNATIVES

On February 28, 2025, an RFQ (Request for Quotations) was tendered to purchase two (2) fully equipped heavy weight tandem axle snow plows complete with sander/plow units for 2026.

The two (2) major heavy snow plow suppliers in our area have both stated in the past a possible turnaround time of fifty-two (52) to fifty-three (53) weeks from the issuance of a purchase order (PO) to the delivery of the fully equipped units to their respective Garages and in time for the start of the following (2026/2027) winter maintenance season. Heavy weight truck chassis are not made in Canada and must be purchased from the United States. Tendering early ensures that the Counties enters the queue for construction and receives the replacement units in time for the 2026/2027 winter maintenance season.

On March 26, 2025, three (3) submissions were received for the supply and delivery of two (2) fully equipped heavy weight tandem axle snow plows complete with sander/plow units. All submissions met the Counties mandatory requirements and criteria with the technical adherence to specifications and warranties, with Aebi-Schmidt Canada Inc. being the lowest tendered bid price at a cost of \$794,002.00, pre-tax.

ATTACHMENTS

Nil.

The report set out above has been reviewed and the information verified by the individuals listed below.

BILL GUY
INTERIM DIRECTOR, PUBLIC WORKS

MARCH 31, 2025
DATE

PAT HUFFMAN
TREASURER

MARCH 31, 2025
DATE

ALISON TUTAK
INTERIM CHIEF ADMINISTRATIVE OFFICER

APRIL 1, 2025
DATE

APRIL 9, 2025

COMMITTEE OF THE WHOLE REPORT

REPORT NO. CW-032-2025

**AWARD OF CONTRACT NO. PW-2025-05
GREENBUSH PATROL YARD REGRADING AND PAVING (PHASE 3)**

**BILL GUY, MANAGER
INTERIM DIRECTOR, PUBLIC WORKS**

RECOMMENDATIONS

THAT the Committee of the Whole recommends awarding Contract No. PW-2025-05 for Greenbush Patrol Yard Regrading and Paving (Phase 3) to GIP Paving Inc. at the revised compliant low tendered bid price of \$420,429.00 excluding taxes; and,

THAT Committee recommends transferring \$32,829.00 from the cost savings from PW-2024-25 Greenbush Patrol Yard Regrading and Paving (Phase 2) to address the funding shortfall, and,

THAT the necessary by-law be prepared.

FINANCIAL IMPLICATIONS

Greenbush Patrol Yard Regrading and Paving (Phase 3) was approved with the 2025 capital budget amount of \$700,000.00, with \$300,000.00 carryover from the 2024 capital budget for Phase 2. The allocated budget amount for Phase 3 is \$400,000.00. The low tendered bid price of \$491,958.00 for Contact No. PW-2025-05 exceeds the approved 2025 capital budget by \$91,958.00. To address the funding shortfall the allocated \$20,000.00 contingency within the contract can be reduced to \$15,000.00 and \$66,529.00 in provisional items can be removed to fall within budget.

The summary of project costs breakdown, and funding are as follows:

PW-2025-05: Greenbush Regrading and Paving (Phase 3)	Project Budget	Contract Cost	Other Costs	Total Project Costs	Variance
Construction	*\$400,000.00	\$405,429.00		\$405,429.00	
Contingency (Included in Contract)			\$15,000.00	\$15,000.00	
Staffing Cost for Administration			\$5,000.00	\$5,000.00	
Non-Recoverable Net HST@ 1.76%			\$7,400.00	\$7,400.00	
Total Contract Award Cost		\$405,429.00	\$27,400.00	\$432,829.00	

* The approved 2025 Capital budget includes a total of \$700,000.00, with \$300,000.00 carryover from the 2024 capital budget for Phase 2. The allocated budget amount for Phase 3 is \$400,000.00.

Contract PW-2025-05 was tendered with eight (8) provisional items and a \$20,000.00 contingency. By eliminating the provisional items and lowering the contingency the cost of PW-2025-05 can be reduced to \$420,429.00.

CLIMATE CHANGE IMPLICATIONS

In recent years, the intensity and duration of rainfall events in the region have significantly increased, frequently leading to flooding at the Greenbush Patrol Garage. The improved grading and drainage of the yard will help direct the flow of stormwater more effectively, reducing the risk of flooding and preventing future damage to the buildings.

ACCESSIBILITY CONSIDERATIONS

This report can be made available in alternate accessible formats on request. The United Counties of Leeds and Grenville makes every effort to provide services in a manner that is inclusive to ensure accessibility barriers are reduced or eliminated, where possible.

All aspects of the Accessibility for Ontarians with Disabilities Act (AODA) legislation will be followed with the construction. Backup alarms and flashing beacon lights will be included on all construction equipment used to perform this work.

COMMUNICATIONS CONSIDERATIONS

This was a publicly advertised tender posted for 25 days on Bids & Tenders and the County website to any and all contractors to view, download and submit a bid.

BACKGROUND

Contract No. PW-2025-05 for Greenbush Patrol Yard Regrading and Paving (Phase 3) was tendered on March 6, 2025 with a closing date of March 31, 2025.

All bids were received electronically via Bids & Tenders. The tenders were opened on March 31, 2025.

There were five (5) bids received with GIP Paving Inc. being the lowest at \$491,958.00. The highest of the five (5) bids received was \$771,240.86.

DISCUSSION/ALTERNATIVES

The low tendered price for Greenbush Patrol Yard Regrading and Paving (Phase 3) with Contract No. PW-2025-05 meets the required specifications as set out in the respective tender document. The scope of the work for the front parking lot includes but is not limited to, subgrade removal, parking lot base construction and grading encouraging positive drainage, ditch cleanout, culvert removal and installation, paving two new lifts of hot mix asphalt, and access road improvements. This is the third and final phase of the Greenbush Patrol Yard Regrading and Paving project.

ATTACHMENTS

Nil.

The report set out above has been reviewed and the information verified by the individuals listed below.

BILL GUY
INTERIM DIRECTOR, PUBLIC WORKS

APRIL 1, 2025
DATE

PAT HUFFMAN
TREASURER

APRIL 2, 2025
DATE

ALISON TUTAK
INTERIM CHIEF ADMINISTRATIVE OFFICER

APRIL 2, 2025
DATE

APRIL 9, 2025

COMMITTEE OF THE WHOLE REPORT

REPORT NO. CW-034-2025

CELEBRATING 175 YEARS UPDATE

**KRYSTIN STITT
PROJECT MANAGEMENT SPECIALIST**

RECOMMENDATIONS

For information purposes only.

FINANCIAL IMPLICATIONS

The approved budget of \$35,700 was included in the 2025 budget. An initial breakdown is provided in the Discussions/Alternatives Section.

CLIMATE CHANGE IMPLICATIONS

Where possible reports are provided in a digital format to reduce the Counties carbon footprint.

ACCESSIBILITY CONSIDERATIONS

This report can be made available in alternate accessible formats on request. The United Counties of Leeds and Grenville makes every effort to provide services in a manner that is inclusive to ensure accessibility barriers are reduced or eliminated, where possible.

COMMUNICATIONS CONSIDERATIONS

The 175th Anniversary theme will be utilized throughout the year for both internal and external communications. The Communications Coordinator will play a critical role in leveraging the anniversary in communications throughout the celebratory year.

BACKGROUND

At the January meeting, members directed staff to form a Steering Committee to help inform the activities planned for the Counties’ 175th Anniversary year. The Committee consists of 10 staff members and the Warden. Staff members represent all Divisions of the Counties. To date, the Committee has met 4 times to undertake the planning and budgeting for events and activities throughout the year. The Committee has identified three themes; 1) Education & Awareness: who the Counties are and what we do, 2) Partnerships: working with both internal and external partners to celebrate 175 years, and 3) Recognition and Celebration: honouring our past, acknowledging our present, and celebrating our future.

DISCUSSION/ALTERNATIVES

The following provides a breakdown of events/activities planned and initial budget breakdown.

Theme	Activity/Event	Month	Budget
3	Warden Declaration	January	
3	‘175’ Logo Creation	January	
3	‘175’ Staff Email Signature Creation	January	
3	Hat Distribution – ‘Why I love UCLG Week’	February	\$7,200
3	Pink Shirt Day (branded event)	February	
3	Website Branding	February	
3	Corporate Facebook Page Branding	February	
3	Staff Chili Cook-Off (branded trophies)	March	\$100.00
2 & 3	International Women’s Day (branded event)	March	

All	GIS 175 th Interactive website and map	June	
All	Social Campaigns <ul style="list-style-type: none"> - Internal: How has your department evolved? - External: Community Spotlights, Historical Highlights (bylaws, fun facts and trivia) 	April - Dec	
All	Genealogical Society Traveling Archives Display	April – December	\$1,000
3	Social Media Photo Challenge	May – June	
2 & 3	MVL Pie-Day and Yard Sale Day (incorporated 175 elements (pie dough and branding))	May	
2 & 3	Warden’s Banquet (branded event)	May	
1 & 3	Staff Appreciation – “Sweet Treat” Week – branded ‘175’ cookie deliveries to Counties’ building	June 23 – 27	\$1,500
2 & 3	Municipal Tree Planting	July	\$1,000
2 & 3	Historical Timeline of Counties’ Milestones	July	
2 & 3	Resident Opening G.T.F.H – Red Carpet Event (branded event)	August	
All	Local Media Stories	September	
All	Limerick Forest 85 th Anniversary (branded event)	September	
2 & 3	MVL Christmas in September (branded event)	September	
All	Local Government Week Campaign – resources to be shared by City of Brockville	October	
1 & 3	United Counties 175 th Reunion Event	Friday October 17 th 1pm – 4pm	\$10,000 - \$15,000
2 & 3	Bridges to Better Business (branded event)	October 23	

2 & 3	G.T.F.H Official Opening – elected officials and dignitaries’ ceremony	TBD	
2	Accessibility Conference	October	
2	Economic Development Summit (branded event)	November 21	
all	Local Media Re-cap stories	November	
all	175th Anniversary - Special Edition Staff Newsletter	December	

Please note *branded event means the Counties’ 175th banners will be on site to further brand the event for the 175th year. Additional items included in the budget are the purchase of 2 pull-up style banners and one backdrop style banner. \$2,000 has been allocated for this. Video footage of the Counties’ will be collected and used in social media and on the GIS 175th interactive story map and website. The budget for gathering video and still footage has been allotted for \$5,000 - \$6,000.

ATTACHMENTS

Nil.

The report set out above has been reviewed and the information verified by the individuals listed below.

**KRYSTIN STITT
 PROJECT MANAGEMENT SPECIALIST**

**MARCH 25, 2025
 DATE**

**ALISON TUTAK
 INTERIM CHIEF ADMINISTRATIVE OFFICER**

**APRIL 1, 2025
 DATE**

The South East Health Unit (formerly Hastings Prince Edward Public Health) is situated and provides services on the traditional territory of the Anishinaabe, Huron-Wendat and Haudenosaunee people.

Next

Public Health Advisory: Stay safe during a power outage
(<https://www.hpepublichealth.ca/public-health-advisory-stay-safe-during-a-power-outage/>)

Previous

Media Release: Recognizing World TB Day 2025
(<https://www.hpepublichealth.ca/media-release-recognizing-world-tb-day-2025/>)

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MAIN OFFICE - BELLEVILLE

179 North Park Street
Belleville, Ontario, Canada
K8P 4P1

HOURS OF OPERATION

Monday to Friday : 8:30 a.m. - 4:30 p.m.

Phone: 613-966-5500
Toll-Free: 1-800-267-2803
Fax: 613-966-9418
TTY: 711 or 1-800-267-6511

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SOCIAL MEDIA

    [HTTPS://WWW.HPEPUBLICHEALTH.CA](https://www.hpepublichealth.ca)

South East Health Unit (formerly Hastings Prince Edward Public Health) is situated and provides services on the traditional territory of the Anishinaabe, Huron-Wendat and Haudenosaunee people.

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(<https://www.hpepublichealth.ca/>)

Information Items

Committee of the Whole Meeting – April 9, 2025 News Articles, Press Releases, Periodicals & Miscellaneous Items

Items Available Upon Request:

- i. Township of Brudenell, Lyndoch and Raglan Letter to The Honourable Doug Ford, Premier of Ontario re: Child Welfare Funding (08-Jan-25)
- ii. The Regional Municipality of Durham Letter to The Honourable Arif Virani, Minister of Justice re: Motion regarding Protecting Canadian Values: Ban the Nazi Swastika in Canada (28-Feb-25)
- iii. Township of Amaranth Resolution to All Ontario Municipalities re: Buy Local and Canadian (05-Mar-25)
- iv. The Corporation of the City of Sarnia Letter to The Right Honourable Justin Trudeau, Prime Minister of Canada re: Carbon Tax (06-Mar-25)
- v. Municipality of Chatham-Kent Letter to The Right Honourable Justin Trudeau, Prime Minister of Canada and The Honourable Doug Ford, Premier of Ontario re: Impacts of Tariffs (07-Mar-25)
- vi. The Corporation of the Municipality of St. Charles Resolution re: Support for the Township of Brudenell, Lyndoch and Raglan's Resolution regarding Child Welfare Funding (29-Mar-25)
- vii. Lanark County Resolution to All Ontario Municipalities re: U.S. Tariffs on Canadian Goods (27-Mar-25)

Counties' Planning Matters

- i. Cherie Mills, Manager of Planning Services
Application for a Plan of Subdivision (Commercial/Industrial) File No. 07-T-20251 (MNG), County Road 43 and County Road 19 (Rideau River Road) Part Lot 30, Concessions 2 and 3, Part of the closed road allowance between Concession 2 and 3, and Part of the closed road allowance between the Geographic Townships of Oxford and South Gower, Municipality of North Grenville (31-Mar-25)

- ii. Cherie Mills, Manager of Planning Services
Application for a Plan of Subdivision, File 07-T-20252 (MW), Orchards of River Bend, 819 County Road 23, Part of Lots A and 1, Concession B, and part of the closed road allowance between Lots A and 1 Geographic Township of Wolford, Village of Merrickville-Wolford (01-Apr-25)

Information requested by _____

CAO's April 2025 – Committee of the Whole – Action and Policy Report

This report is to bring forward new issues undertaken by the Directors and highlight upcoming policy decisions that need to come forward to Council from across all Counties' operations.

Issue	Action Item	Policy Implication	Timeframe
Maple View Lodge	Reutilization Plan and budget Construction completion		April 2025 (special Committee of the Whole meeting re: repurposing) August 2025
Household Hazardous Waste	Tender Process for Mobile Depots		Fall 2025/2026
Strategic Initiatives / Performance	Report to outline steps moving forward		April 2025
Economic Development	Consolidation of Small Business Program delivery		Fall 2025
Andrewsville Bridge	Action steps related to Andrewsville Bridge	Consider Next Steps	Report for September 2025
Counties Council Remuneration	Corporate Services will issue tender for compensation review	Council to determine compensation effective next term of Council	Spring 2025
Planning Population data and Development Charges	Final Report on population study		Winter 2025
	Final Report on Development Charges		Spring 2026